

# ECS – Financial Year End Webinar December 2023

---

## ECS Financial Year End Webinar

### Lock Periods

Before pre-billing for January 2024 dates of service, you must unlock the months in 2024. We recommend unlocking all months in 2024; however, you may just unlock January 2024 if you choose, and unlock subsequent months as you go.

### Rate Changes

- If your Self Pay room and board rates are changing effective January 1, 2024, make sure to change these rates **prior to doing your pre-bill** for January 2024.
- Your Medicaid rates may be changing effective 01/01/2024. Make sure to update those rates prior to doing your January 2024 billing.

### Wisconsin Medicaid

We have received a lot of calls regarding interim rates. You may enter the interim rates into ECS to calculate as close to final as possible. Adjustments may have to be made once final rates are provided.

In Wisconsin, use your **OBRA PDPM HIPPS Code** tasks to update these rates.

### Medicaid – Other Than Wisconsin

Other states are beginning to transition to billing based on OBRA PDPM HIPPS. Make sure you are keeping up with your state's requirements. If/when your state transitions to billing based on OBRA PDPM HIPPS Codes, we will need to make some changes to your calculating screens to bill based on this new method.

You should have Charge Master tasks set up that can be used, linking to where your rates are stored.

### Medicare Rates

PPS PDPM HIPPS Code Rates were updated effective **10/01/2023**. Make sure to update your PPS PDPM HIPPS Components so that ECS can calculate the correct reimbursement amount. Every facility has Charge Master tasks available to assist with updating these rates.

*Medicare (A) Copay* – The Medicare (A) daily co-pay rate is changing effective January 1, 2024 to \$204.00 for Skilling Nursing Facilities.



**VBP** – The **Incentive Payment Multiplier** changed. Make sure to update the Incentive Payment Multiplier so that ECS can calculate the correct reimbursement amount.

**2% Sequestration** –The Sequestration percentage 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 and/or creating Charge Master tasks to update your rates, please contact American Data's Financial Support department for assistance.

### **Medicare (B)**

Update all fee schedules that are changing effective January 1, 2024, including your Medicare (B) fee schedules and rates associated with MPPR. These rates need to be updated **prior to doing your January 2024 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 **\$32.7375** for CY 2024.

<https://www.cms.gov/newsroom/fact-sheets/calendar-year-cy-2024-medicare-physician-fee-schedule-final-rule>

Do not forget to check your marked up rate to ensure you are covering the changes to the fee schedule. You may have Charge Master tasks that say Fee vs Charge on them.

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 01/01/2024. 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 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 KX Modifier Threshold has increased to **\$2230** for 2024. 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, 2024 (but not before).



If you are importing therapy units for billing, you should consider (if you don't already have it this way) receiving all modifiers associated with Part (B) 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 2024 and the 15% reduction for services provided by Therapy Assistants remains in effect. There should be no updates required to your system.

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

## Accounts Payable

At this point in the year, you may have needed to unlock future periods for posting pre-paid expenses. The unlock feature within ECS is based on Site/Service and is applicable for both the Accounts Receivable and Accounts Payable modules. There are no additional year end steps needed.

## General Ledger

If you use the ECS General Ledger module, in the past you have had to make a one-sided journal entry at year end to adjust your Retained Earnings account number. However, 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.

## Efficient Workflow Reminders

### ECS's Accounts Payable and General Ledger modules.

ECS offers not only an Accounts Receivable module, but also Accounts Payable and General Ledger modules. If this is something you are interested in, there is a presentation that can be found by logging into the Client Sign On portion of our website, going to Videos, and Training Videos. It is an AP and GL Demonstration.

If you need assistance logging onto our website, would like to discuss the AP and GL modules, and/or need more information, please reach out to our Financial Support Department.

### Access Buttons/General Navigation

Access buttons were rolled out many years ago and we continue to program enhancements to improve efficiency for our clients. Below are examples of enhancements that have been added over the years. You should be able to navigate your tasks by utilizing access buttons. If you are not using them or need some of the improvements listed, please reach out to our Financial Support Department. A few setup changes go a long way in improving your workflow!

#### **Rate Changes**

We have made a Rate Changes Access Screen that links directly to specific Charge Master tasks that you 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. Having access buttons linked directly to the appropriate Charge Master tasks takes the guess work out of rate changes.

#### **View Calculations Buttons on the Billing Screens**

You may already have buttons on each of your billing access screens, called View Calculations. We are able to set this button up to go directly to the View Calculations screen, rather than the Calculate Control screen, which means fewer clicks and less guesswork.

#### **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. We are able to link the appropriate UB04 task and bring you directly to the Open button on the UB04, displaying all existing UB04s for that task.

## 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.

If your Requirements Calendars do not narrow down the names for just the specific payer you are looking for, let us fix that to make your month end balancing much easier. The Requirements calendars must be run prior to doing any billing to ensure accurate charting and accurate billing is achieved.

## Importing

We 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 have created a way to combine your **Document from Table** Therapy tasks into one task and link it to your access buttons. This means that rather than doing 3 Document from Table tasks for importing therapy, you only run one. This reduces the chance that you forget to do one of them.

## PDPM Analyzers

For PPS HIPPS Codes we have created the **PDPM Analyzer**. For Medicaid billing, based on OBRA PDPM HIPPS, we have created the OBRA PDPM Analyzer. Your billing for those payers is directly tied to the results of these HIPPS Code Analyzers. Utilize these tools to view resident(s) when troubleshooting why a Requirements calendar is not coming out correctly or your billing isn't billing correctly. Each resident should have an accurate assessment Start Date and End Date (when applicable.) The HIPPS Codes will end automatically when the MDS is no longer effective. The Analyzer reports can be printed and/or exported for easy reporting purposes. Your billing access screens should have links to these tools.

## 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. This 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.

## Vaccines

You can use ECS to bill for Influenza, Pneumonia, and Covid Vaccines? The charting done by your nursing staff can be tied directly to billing.

We have been sending out notifications regarding the new Covid vaccines and associated new HCPCS codes/rates that go along with them this year. Don't miss the opportunity to collect for these services if your nursing staff are providing the vaccines. Generate claims and batch them, quickly and easily with ECS.

## Aging

### Notes

Use your Aging screen within ECS for collections and making notes. Notes can be written on individual charge lines. 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).

## Self Pay Bills

If you are interested, you can send your Self Pay Bills and/or Trust Account Statements via email. If this is something that you are interested in, there are a few setups that need to be made (to add an Email address word in charting and linking the Self Pay Bill to this word).

Please reach out to American Data's Financial Support Department with questions or to get these setups in place.

## Electronic 835

ECS can apply payments for any payer if you can receive electronic 835 files. Minimal setups need to be completed for this to work. Users confirm the payments applied by ECS and click the Post button when satisfied with the posting.

## What Else?

The new year is a great time to review your workflows and look at where you need improvements. What else do you need from American Data to make your workflow more efficient for 2024? Please share your thoughts, programming requests, and issues with us so we can continue to improve ECS to make your life easier!

## 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!** Please email [financial@american-data.com](mailto:financial@american-data.com) to request the setups, ask questions, and make suggestions.