UB04 INSTRUCTIONS END STAGE RENAL DISEASE

Locator #	Description	Instructions	Alerts
1	Provider Name, Address, Telephone #	Required. Enter the name and address of the facility	
2	Pay to Name/Address/ID	Situational. Enter the name, address, and Louisiana Medicaid ID of the provider if different from the provider data in Field 1.	
За	Patient Control Number	Optional. Enter the patient control number. It may consist of letters and/or numbers and may be a maximum of 20 characters.	
3b	Medical Record#	Optional. Enter patient's medical record number (up to 24 characters)	
4	Type of Bill	Required. Enter the appropriate 3-digit code as follows: a. First digit-type facility 7= Clinic or Hospital Based Renal Dialysis Facility b. Second digit-classification 2 = Hospital Based or Independent Renal Dialysis Facility c. Third digit-frequency 1 = Admission through discharge 2 = Interim-first claim 3 = Interim-continuing 4 = Interim-last claim 7 = Replacement of prior claim 8 = Void of prior claim	
5	Federal Tax No.	Optional.	
6	Statement Covers Period (From & Through Dates) dates of the period covered by this bill.	Required. Enter the beginning and ending service dates.	
7	Unlabeled	Leave blank.	

Locator #	Description	Instructions	Alerts
8	Patient's Name	Required. Enter the recipient's name exactly as shown on the recipient's Medicaid eligibility card: Last name, first name, middle initial.	
9а-е	Patient's Address (Street, City, State, Zip)	Required. Enter patient's permanent address appropriately in Form Locator 9a-e.	
		9a = Street address 9b = City: 9c = State 9d = Zip Code 9e = Zip Plus	
10	Patient's Birth date	Required. Enter the patient's date of birth using 6 digits (MMDDYY). If only one digit appears in a field, enter a leading zero.	
11	Patient's Sex	Required. Enter sex of the patient as: M = Male F = Female U = Unknown	
12	Admission Date	Required. Enter the date on which care began (MMDDYY). If there is only one digit in a field, enter a leading zero.	
13	Admission Hour	Leave blank.	
14	Type Admission	Leave blank.	
15	Source of Admission	Leave blank.	
16	Discharge Hour	Leave blank.	
17	Patient Status	Leave blank.	
18-28	Condition Codes	Leave blank.	
29	Accident State	Leave blank.	
30	Unlabeled Field	Leave blank.	
31-34	Occurrence Codes/Dates	Leave blank.	
35-36	Occurrence Spans (Code and Dates)	Leave blank.	

Locator #	Description	Instructions	Alerts
37	Unlabeled	Leave Blank.	
38	Responsible Party Name and Address	Optional.	
39-41	Value Codes and Amounts	Required. Enter the following value codes when billing for Epogen (EPO): 49 = Hematocrit Reading – Enter the patient's hematocrit reading to justify administering more than 10,000 units of EPO. Enter 49 in the "Code" field. Enter the hematocrit reading in the "Amount" field, right justified to the left of the dollar/cents delimiter. Enter "00" in the "Cents" portion of the "Amount" section of the field. 68 = EPO Drug – Enter the total number of units of EPO administered and/or supplied relating to the billing period. Enter 68 in the "Code" field. Enter the total number of EPO units administered in the "Amount" field. Report amount in whole units right-justified to the left of the dollar/cents delimiter. Enter "00" in the "Cents" Portion of the "Amount" section of the field. No other value codes are required for processing Hemodialysis claims; if optional codes are entered, they must be entered after 49 and 68, above.	below 49 and 68.

Locator #	Description	Instructions	Alerts
42	Revenue Code	Required. Enter the applicable revenue code(s) which identifies the service provided.	
		Codes must be valid. Revenue Code 001 must be entered in Form Locator 42 line 23 with corresponding total charges entered in Form Locator 47 line 23.	
43	Revenue Description	Required for services other than physician-administered drugs. Enter the narrative description of the corresponding Revenue Code in Form Locator 42.	it is necessary for Hemodialysis claims to include NDC information for all physicianadministered drugs identified with
		Required for physician- administered drugs. Hemodialysis Claims reporting Epogen or other physician- administered drugs must contain the following:	an alphanumeric HCPCS code and billed with Revenue Codes 634, 635, and 636.
		Report the N4 qualifier in the first two (2) positions, left-justified.	
		Immediately following the N4 qualifier, report the 11 character National Drug Code number in the 5-4-2 format (no hyphens).	
		Immediately following the last digit of the NDC (no delimiter), report the Unit of Measurement Qualifier. The Unit of Measurement Qualifier codes are as follows: F2 -International Unit GR-Gram ML-Milliliter UN- Unit	
		Immediately following the Unit of Measurement Qualifier, report the unit quantity in NDC	

Locator #	Description	Instructions	Alerts
		UNITS with a floating decimal for fractional units limited to three (3) digits (to the right of the decimal).	
		Any spaces unused for the quantity are to be left blank.	
		Note that the decision to make all data elements left-justified was made to accommodate the largest quantity possible.	
		The Description Field on the UB-04 is 24 characters in length. An example of the methodology is illustrated below.	
		N 4 1 2 3 4 5 6 7 8 9 0 1 U N 1 2 3 4 . 5 6 7	
44	HCPCS/Rates HIPPS Code HCPCS/CPT Code (Outpatient DX Lab)	Required. Enter the appropriate Five (5)-digit Procedure Code. For physician-administered drug services: Claims reporting Physician Administered Drugs identified with alphanumeric	Epogen must be reported using procedure code Q4081. No other HCPC codes will be accepted for Epogen.
		HCPCS codes must contain the following:	
		Enter the corresponding HCPCS Code for the NDC reported in FL 43.	
45	Service Date	Required. Enter the appropriate service date (MMDDYY) for each service.	
		Required. Enter the date the claim is submitted for payment in the block just to the right of the CREATION DATE label on line 23. Must be a valid date in the format MMDDYY. Must be later than the through date in Form Locator 6.	

Locator #	Description	Instructions	Alerts
46	Units of Service	Required. Enter the appropriate unit(s) for the procedure code entered on the same line in FL 44.	Hemodialysis providers should no longer enter "1" in the units of service field (FL 46) for EPO.
			The units of service for EPO (Q4081) must now be reported based on the HCPC code dosage description as is done with all other physician – administered drugs. For example: The HCPC code description for Q4081 is: Injection, Epoetin Alfa, 100 units (for ESRD on dialysis). If a provider administers 12,400 units of EPO on that date of service, then 124 should be entered as the service units in FL 46.
47	Total Charges	Required. Enter the charges pertaining to the related Revenue Codes.	
48	Non-Covered Charges	Leave blank.	
49	Unlabeled Field (National)	Leave Blank.	
50-A,B,C	Payer Name	Situational. Enter insurance plans other than Medicaid on Lines "A", "B" and/or "C". If another insurance company is primary payer, entry of the name of the insurer is required. If the patient is a Medically	

Locator #	Description	Instructions	Alerts
		Needy Spend-down recipient. The Medically Needy Spend-down form (110-MNP) must be attached if the date of service falls on the first day of the spend-down eligibility period.	
51-A,B,C	Health Plan ID	Situational. Enter the corresponding Health Plan ID number for other plans listed in Form Locator 50 A, B, and C. If other insurance companies are listed, then entry of their Health Plan ID numbers is required.	
52-A,B,C	Release of Information	Optional.	
53-A,B,C	Assignment of Benefits	Optional.	
54-A,B,C	Prior Payments	Situational. Enter the amount the facility has received toward payment of this bill from private insurance carrier noted in Form Locator 50 A, B and C. If private insurance was available, but no private insurance payment was made, then enter '0' or '0 00' in this field.	Do not report Medicare or Medicare Replacement plan payments in this field.
55-A,B,C	Estimated Amt. Due	Optional.	
56	NPI	Required. Enter the provider's National Provider Identifier	The 10-digit National Provider Identifier (NPI) must be entered here.
57	Other Provider ID	Required. Enter the 7-digit numeric provider identification number which was assigned by the Medicaid Program in 57a.	The 7-digit Medicaid provider number must be entered here.
58-A,B,C	Insured's Name	Required. Enter the recipient's name as it appears on the Medicaid ID card in 58A. Situational: If insurance coverage other than Medicaid applies, enter the name of the insured as it appears on the	

Locator	Description	Instructions	Alerts
#		identification card or policy of the other carrier (or carriers) in	
		58B and/or 58C, as appropriate.	
59-A,B,C	Pt's. Relationship Insured	Situational. If insurance coverage other than Medicaid applies, enter the patient's relationship to insured from Form Locator 50 that relates to the insured's name in Form Locator 58 B and C.	
		Acceptable codes are as follows: 01 = Patient is insured 02 = Spouse 03 = Natural child/Insured has financial responsibility 04 = Natural child/ Insured does not have financial responsibility 05 = Step child 06 = Foster child 07 = Ward of the court 08 = Employee 09 = Unknown 10 = Handicapped dependent 11 = Organ donor 13 = Grandchild 14 = Niece/Nephew 15 = Injured Plaintiff 16 = Sponsored dependent 17 = Minor dependent of minor dependent 18 = Parent 19 = Grandparent	
60-A,B,C	Insured's Unique ID	Required. Enter the recipient's 13-digit Medicaid Identification Number in 60A.	
		Situational. If insurance coverage other than Medicaid applies, enter the insured's identification number as assigned by the other carrier or carriers in 60B and 60C as appropriate.	

Locator #	Description	Instructions	Alerts
61-A,B,C	Insured's Group Name (Medicaid not Primary)	Situational. If insurance coverage other than Medicaid applies, enter the Medicaid TPL carrier code of the insurance company indicated in Form Locator 50, on the corresponding line of 61A, 61B, and/or 61C, as appropriate.	ONLY the 6-digit code should be entered for commercial and Medicare HMO's in this field. DO NOT enter dashes, hyphens, or the word TPL in the field. NOTE: DO NOT ENTER A 6 DIGIT CODE FOR TRADITIONAL MEDICARE
62-A,B,C	Insured's Group No. (Medicaid not Primary)	Situational. If insurance coverage other than Medicaid applies, enter on lines 62A, 62 B and/or 62C, as appropriate, the insured's number or code assigned by the carrier or carriers to identify the group under which the individual is covered.	
63-A,B,C	Treatment Auth. Code	Leave blank.	
64-A,B,C	Document Control Number	Situational. If filing an adjustment or void, enter a "7" for an adjustment or an "8" for a void as appropriate in 64A. Enter the internal control number from the paid claim line as it appears on the remittance advice in 64B.	To adjust or void more than one claim line on an outpatient claim, a separate UB-04 form is required for each claim line since each line has a different internal control number.
		Enter one of the appropriate reason codes for the adjustment or void in 64C. Appropriate codes follow: Adjustments 01 = Third Party Liability	When claims for EPOGEN services are billed with HR634 or HR635, payment is indicated on the first line and all other lines are paid at zero.

Locator #	Description	Instructions	Alerts
		Recovery 02 = Provider Correction 03 = Fiscal Agent Error 90 = State Office Use Only – Recovery 99 = Other Voids 10 = Claim Paid for Wrong Recipient 11 = Claim Paid for Wrong Provider 00 = Other	This does not allow providers to submit adjustments if the claims are paid incorrectly. Therefore, providers must submit a VOID and allow the successfully voided claim to process and appear on the remittance advice before re-submitting the corrected claim for processing.
65-A,B,C	Employer Name	Situational. If insurance coverage other than Medicaid applies and is provided through employment, enter the name of the employer on the appropriate line.	
66	DX Version Qualifier	Required – Enter the applicable ICD indicator to identify which version of ICD coding is being reported between the vertical, dotted lines in the upper right-hand portion of the field. 9 ICD-9-CM 0 ICD-10-CM	
67 67 A-Q	Principal Diagnoses Codes Other Diagnosis code	Required. Enter the most current ICD diagnosis code Situational. Enter all other applicable ICD diagnoses code or codes for this claim.	The most specific diagnosis codes must be used. General codes are not acceptable.
		NOTE: ICD-10 external cause of injury diagnosis codes V, W, X and Y will be accepted as non-primary diagnosis codes.	Refer to the provider notice concerning the federally required implementation of ICD-10 coding which is posted on the ICD-10 Tab at the top of the Home page (www.lamedicaid.com).

Locator #	Description	Instructions	Alerts
68	Unlabeled	Leave blank.	
69	Admitting Diagnosis	Situational . If the claim is for inpatient services, enter the admitting Diagnosis Code.	Refer to field locator 67.
70	Patient Reason for Visit	Leave blank.	
71	PPS Code	Leave blank.	
72 A B C	ECI (External Cause of Injury)	Leave blank.	
73	Unlabeled.	Leave blank.	
74	Principal Procedure Code / Date	Leave blank.	
74 a - e	Other Procedure Code / Date		
75	Unlabeled	Leave blank.	
76	Attending	Required. Enter the name and NPI number of the attending physician. Optional. Enter the taxonomy code of the attending physician behind the "QUAL" field.	This field must be completed. The Attending provider name & NPI cannot be the billing provider. The individual attending provider information must be entered in this field. The Attending provider must be enrolled with LA Medicaid.
77	Operating	Leave blank.	
78	Other	Situational. If applicable, enter the name and NPI Number of the referring provider or other physician.	A referring provider is NOT required on the claim. However, if a referring provider is entered on the

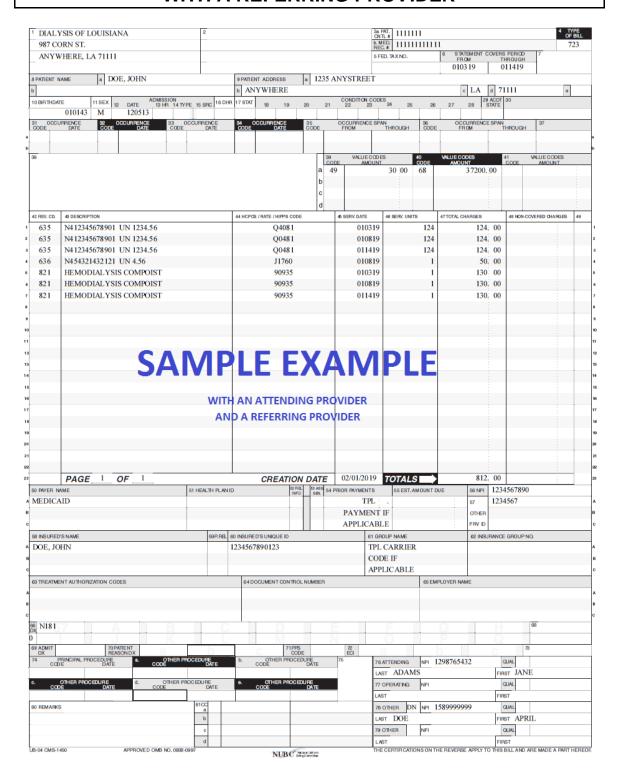
Locator #	Description	Instructions	Alerts
		Note: If a referring provider is entered on the claim, the information must be entered in FL 78 with Qualifier DN.	claim, the name and NPI number must be entered here with the Qualifier DN indicating referring provider. The referring provider cannot be the billing provider. The individual referring provider information should be entered in this field. If entered, the Referring provider
			must be enrolled with LA Medicaid.
79	Other	Situational. If applicable, enter the name and NPI number of any other physician.	
80	Remarks	Situational. Enter explanations for special handling of claims.	
81 a - d	Code-Code – QUAL / CODE / VALUE	Leave blank.	

Signature is not required on the UB-04.

SAMPLE END STAGE RENAL DISEASE CLAIM FORM WITH AN ATTENDING PROVIDER ONLY

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SAMPLE END STAGE RENAL DISEASE CLAIM FORM WITH A REFERRING PROVIDER



SAMPLE END STAGE RENAL DISEASE CLAIM ADJUSTMENT WITH AN ATTENDING PROVIDER ONLY

