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The hospital fee schedules can be obtained from the Louisiana Medicaid web site at: <a href="http://www.lamedicaid.com/provweb1/fee_schedules/feeschedules/feeschedules/teesch

The following forms are included in this appendix:

- The Short Cervix Guide
- Sample UB04 Instructions and Sample Claim Forms

An updated list of the Ambulatory Surgery codes can be obtained from the Louisiana Medicaid web site at: http://www.lamedicaid.com/provweb1/fee_schedules/Out_Amb_FS_non-Rural_non-State.pdf

http://www.lamedicaid.com/provweb1/fee_schedules/Out_Amb_FS_Rural_State.pdf

The **pre-certification** forms listed below can be obtained from the Louisiana Medicaid web site at: <u>http://www.lamedicaid.com/provweb1/Forms/PCforms.htm</u>.

- PCF01 PCF06
- PCF0A
- Acute Long Term Hospital Length of Stay Criteria
- Hospital-Based Alcoholism and Drug Treatment Units
- Psychiatric Unit Admission/Extension Criteria for Adults
- Psychiatric Unit Admission/Extension Criteria for Children
- Rehabilitation Hospital Length of Stay Criteria
- BHSF Form 142-C and Instructions (Hospital Admission Form)

Other hospital related forms can be obtained from the Louisiana Medicaid web site at: <u>http://www.lamedicaid.com/provweb1/Forms/forms.htm</u>

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Short Cervix Guide

Short Cervical Length in Pregnancy

A shortened cervical length, as measured by transvaginal ultrasound, has been associated with increased risk of preterm birth in some pregnancies. However, there is no clear published guidance on management of these pregnancies, or that intervention results in improved outcomes. Use of antenatal steroids has shown benefit in appropriately selected patients. The following protocol is suggested as a guide for selection of patients for inpatient evaluation / management. It is not intended to be a strict protocol and should be adapted as clinical conditions warrant, as provided by the patient's provider. Patients with cervical lengths of > 25 mm (20-37 weeks gestation) are generally considered to be at low risk for preterm birth and are not considered in this management protocol.



*Risk factors include, but not limited to, multiple gestation, prior preterm birth / labor, incompetent cervix, FFN status.

Revised 08/24/10

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UB04 Instructions Hospitals

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 No.	Optional. Enter the recipient's 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 3-digit code indicating the specific type of facility, bill classification and frequency. This 3-digit code requires one digit each, in the following format: <u>a. First digit-type facility</u> 1 = Hospital <u>b. Second digit-classification</u> 1 = Inpatient Medicaid and/or Medicare Part A or Parts A & B 2 = Inpatient Medicaid and Medicare Part B only 3 = Outpatient or Ambulatory Surgical Center <u>c. Third digit-frequency</u> 0 = Non-Payment claim 1 = Admission through discharge 2 = Interim-first claim 3 = Interim-continuing 4 = Interim-last claim 7 = Replacement of prior claim 	
5	Federal Tax No.	Optional.	

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Locator #	Description	Instructions	Alerts
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	Optional. State Assigned. Note: Hospitals billing for services associated with moderate to high level emergency physician care (99283, 99284, 99285) should place a '3' in Form Locater 7 on the UB-04. Hospitals billing for services associated with low level emergency physician care (99281, 99282) should place a '1" in Form Locator 7 on the UB-04.	If providers do not use the emergency indicator correctly, the claim will deny with a 104 error edit.
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 recipient'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 recipient's date of birth using 8 digits (MMDDYY). If only one digit appears in a field, enter a leading zero.	
11	Patient's Sex	Required . Enter sex of the recipient as: M = Male F = Female U = Unknown	

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Locator #	Description	Instructions	Alerts
12	Admission Date	Required for Hospital Services. Enter the date on which care began (MMDDYY). If there is only one digit in a field, enter a leading zero.	
13	Admission Hour	Required for Hospital Services. Enter the 2-digit code which corresponds to the hour the patient was admitted for care as: $\frac{Code Time}{00 = 12:00 - 12:59 \text{ midnight}} \\ 01 = 01:00 - 01:59 \text{ A.M.} \\ 02 = 02:00 - 02:59 \\ 03 = 03:00 - 03:59 \\ 04 = 04:00 - 04:59 \\ 05 = 05:00 - 05:59 \\ 06 = 06:00 - 06:59 \\ 07 = 07:00 - 07:59 \\ 08 = 08:00 - 08:59 \\ 09 = 09:00 - 09:59 \\ 10 = 10:00 - 10:59 \\ 11 = 11:00 - 11:59 \\ 12 = 12:00 - 12:59 \text{ noon} \\ 13 = 01:00 - 01:59 \text{ P.M.} \\ 14 = 02:00 - 02:59 \\ 15 = 03:00 - 03:59 \\ 16 = 04:00 - 04:59 \\ 17 = 05:00 - 05:59 \\ 18 = 06:00 - 06:59 \\ 19 = 07:00 - 07:59 \\ 20 = 08:00 - 08:59 \\ 21 = 09:00 - 09:59 \\ 22 = 10:00 - 10:59 \\ 23 = 11:00 - 11:5$	
14	Type Admission	 Required for Hospital Services. Enter one of the appropriate codes indicating the priority of this admission. 1 = Emergency 2 = Urgent 3 = Elective 4 = Newborn 	

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Locator #	Description	Instructions	Alerts
15	Source of Admission	Required for Hospital Services. Enter the appropriate code from the list of "Code Structure for Adult and Pediatrics: shown below. * Newborn coding structure must be used when the type of admission code in Form Locator 14 is "4" <u>Valid codes if type of admission is 1, 2, or 3</u> 1 = Physician Referral 2 = Clinic Referral 3 = HMO Referral 4 = Transfer from a Hospital 5 = Transfer from Another Health Care Facility 7 = Emergency Room <u>Valid codes if type of admission is 4</u> 1 = Normal Delivery 2 = Premature Delivery 3 = Sick Baby 4 = Extramural Birth	
16	Discharge Hour	Required for Hospital Services. Enter the two-digit code which corresponds to the hour the recipient was discharged. See Form Locator 13.	
17	Patient Status	 Required for Hospital Services. Enter the appropriate code to indicate patient status as of the Statement Covers through date. Valid codes are: 01 = Discharged (routine) 02 = Discharged to another short-term general hospital 03 = Discharged to Skilled Nursing Facility 04 = Discharged to Intermediate Care Facility 	

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Locator #	Description	Instructions	Alerts
17 (continued)	Patient Status (continued)	 05 = Discharged to another type of institution 06 = Discharged/transferred to home under care of home health service organization 07 = Left against medical advice 20 = Expired 30 = Still Patient 	
18-28	Condition Codes	Required for Hospital Services. Enter C1 in Form Locator 18 for inpatient claims. PRO Approval C1 Approved as billed Optional. Must be a valid code if entered. Valid codes are listed as follows: Insurance 01 = Military service related 02 = Condition is employment related 03 = Patient is covered by insurance not reflected here 04 = Information only bill 05 = Lien has been filed 06 = End stage renal disease in first 30 months of entitlement covered by employer group insurance Accommodations 38 = Semi-private room not available 39 = Private room medically necessary 40 = Same day transfer Special Program Indicators A1 = EPSDT/CHAP A2 = Physically Handicapped Children's Program A4 = Family Planning	

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Locator #	Description	Instructions	Alerts
29	Accident State	Leave blank.	
30	Unlabeled Field	Leave blank.	
31-34	Occurrence Codes/Dates	 Situational. Enter, if applicable. Each code must be two positions, numeric, and have an associated date. Dates must be valid and in MMDDYY format. Valid codes are listed as follows: 01 = Accident/Medical Coverage 02 = Auto accident/no fault 03 = Accident/tort liability 04 = Accident/employment related 05 = Accident/No Medical Coverage 06 = Crime victim 24 = Date insurance denied 25 = Date benefits terminated by primary payer 27 = Date of Hospice certification or recertification 42 = Date of discharge when "Through" date in Form Locator 6 (Statement Covers Period) is not the actual discharge date and the frequency code in Form Locator 4 is that of final bill. A3, B3, C3 = Benefits exhausted 	
35-36	Occurrence Spans (Code and Dates)	 Situational. Enter, if applicable, a code and related dates that identity an event that relates to the payment of the claim. Code and date must be valid. Date must be (MMDDYY) format. Valid codes are listed as follows: 72 = First/Last visit 74 = Non-covered Level of Care 	

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Locator #	Description	Instructions	Alerts
37	Unlabeled	Leave Blank.	
38	Responsible Party Name and Address	Optional.	
39-41	Value Codes and Amounts	 Required. Enter the appropriate Value Code (listed below). The value code structure is intended to provide reporting capability for those data elements that are routinely used but do not warrant dedicated fields. 02 = Hospital has no semi-private rooms. Entering the code requires \$0.00 amount to be shown. 06 = Medicare blood deductible 08 = Medicare lifetime reserve first CY 09 = Medicare coinsurance first CY 10 = Medicare lifetime reserve second year 11 = Coinsurance amount second year 12 = Working Aged Recipient/Spouse with employer group health plan 13 = ESRD (End Stage Renal Disease) Recipient in the 12-month coordination period with an employer's group health plan 14 = Automobile, no fault or any liability insurance 15 = Worker's Compensation including Black Lung 16 = VA, PHS, or other Federal Agency 30 = Pre-admission testing - this code reflects charges for pre-admission outpatient diagnostic services in preparation for a previously scheduled admission. 37 = Pints blood furnished 38 = Blood not replaced - deductible is patient's responsibility 39 = Blood pints replaced 	

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Locator #	Description	Instructions	Alerts
39-41 (continued)	Value Codes and Amounts (continued)	 *80 = Covered days *81 = Non-covered days *82 = Co-insurance days (required only for Medicare crossover claims) *83 = Lifetime reserve days (required only for Medicare crossover claims) A1,B1,C1 = Deductible A2,B2,C2 = Co-insurance *Enter the appropriate Value Code in the code portion of the field and the Number of Days in the "Dollar" portion of the "Amount" section of the field. Enter "00" in the "Cents" portion of the "Amount" section of the field. 	
42	Revenue Code	 Required. Enter the applicable revenue code(s) which identifies a specific accommodation and ancillary service. Accommodation codes require a rate in Form Locator 44. For outpatient services, in Form Locator 44, all Revenue Codes require a CPT / HCPC procedure code when applicable based on the National Uniform Billing Standards. Specific revenue codes should be selected if at all possible (i.e. 258 = IV Solutions, 305 = Lab / Hematology, etc.) The amount charged must be present in Form Locator 47. Codes must be valid and entered in ascending order, except for the final entry for total charges. 	

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Locator #	Description	Instructions	Alerts
		Required. Enter the narrative description of the corresponding Revenue Code in FL 42. Required for Outpatient Claims. Claims reporting Physician Administered Drugs must contain the following: 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:	It is necessary for hospital OUTPATIENT claims to include NDC information for all physician-administered drugs identified with an alphanumeric HCPCS code. The NDC data must be entered in FL 43 as indicated in the adjacent "Instructions" field.
43	Revenue Description	F2 -International Unit GR-Gram ML-Milliliter UN- Unit Immediately following the Unit of Measurement Qualifier, report the unit quantity in NDC UNITS with a floating decimal for fractional units limited to 3 digits (to the right of the decimal). Any spaces unused for the quantity are 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.	Please refer to the NDC Q&A information posted on lamedicaid.com for more details concerning NDC units versus service units. Providers may now use multiple lines with Revenue Code 636 and/or the 25x category to report multiple NDCs if needed. This is a reminder that Revenue Code 636 is covered for Medicaid billing.
		N 4 1 2 3 4 5 6 7 8 9 0 1 U N 1 2 3 4 . 5 6 7 Two page claims are accepted for Medicaid inpatient hospital claims. We now accept two-page Medicaid outpatient hospital claims (without TPL). Use "Page of" on line 23 as needed for two-page claims. Enter "Page 1 of 2" or "Page 2 of 2" as appropriate.	We now accept two page Medicaid hospital outpatient claims without TPL.

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Locator #	Description	Instructions	Alerts
	HCPCS/Rates HIPPS Code	Required for inpatient services. Enter the accommodation rate for any accommodation Revenue Codes indicated in Form Locator 42. The accommodation rate must be numeric.	
		For pharmacy outpatient services: Claims reporting Physician Administered Drugs identified with alphanumeric HCPCS codes must contain the following:	Modifiers are now recognized on paper claims when required by Medicaid policy. Modifiers should be entered ONLY in such cases.
44	HCPCS/CPT Code	Enter the corresponding HCPCS Code for the NDC reported in FL 43.	(As of the date of this
	(Outpatient DX Lab)	For other outpatient services : In Form Locator 44, all Revenue Codes require a CPT/HCPCS procedure code when applicable based on the National Uniform Billing Standards.	instruction revision, the only modifier that should be submitted to Louisiana Medicaid is UD – Wheelchai Seating Evaluation.)
		If a modifier is required for the service, enter the appropriate modifier following the CPT/HCPCS procedure code when applicable.	
		Required for outpatient services. Enter the appropriate service date (MMDDYY) on each line indicating a Revenue Code.	
45	Service Date	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.	The CREATION DATE replaces the Date of Provider Representative Signature
46	Units of Service	Required. Enter the appropriate unit(s) of service by Revenue Code.	Please refer to the NDC Q&A information posted on lamedicaid.com for more details concerning NDC units versus service units.

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Description	Instructions	Alerts
Total Charges	Required. Enter the charges pertaining to the related Revenue Codes.	
Non-Covered Charges	Situational. Indicate charges included in Form Locator 47 which are not payable under the Medicaid Program.	
Unlabeled Field	Leave Blank.	
	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 .	
Payer Name	If the patient is a Medically Needy Spend- down recipient or has made payment for non-covered services, indicate the recipient name (as entered in Form Locator 8) as payer and the amount paid. 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.	
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 .	
Release of Information	Optional.	
Assignment of Benefits Cert. Ind.	Optional.	
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. If the patient has Medicare Part B only, enter the amount billed to Medicare Part B.	
	Total Charges Non-Covered Charges Unlabeled Field Payer Name Health Plan ID Release of Information Assignment of Benefits Cert. Ind.	Total ChargesRequired. Enter the charges pertaining to the related Revenue Codes.Non-Covered ChargesSituational. Indicate charges included in Form Locator 47 which are not payable under the Medicaid Program.Unlabeled FieldLeave Blank.Payer NameSituational. 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.Payer NameIf the patient is a Medically Needy Spend- down recipient or has made payment for non-covered services, indicate the recipient name (as entered in Form Locator 8) as payer and the amount paid. 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.Health Plan IDSituational. 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.Release of InformationOptional.Assignment of Benefits Cert. Ind.Optional. 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.Prior PaymentsIf private insurance was available, but no private insurance payment was made, then enter '0' or '0 00' in this field.

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Locator #	Description	Instructions	Alerts
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.	
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 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 recipient'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 = Spouse 04 = Grandfather or Grandmother 05 = Grandson or Granddaughter 07 = Nephew or Niece 10 = Foster child 15 = Ward (Ward of the Court. This code indicates that the patient is a ward of the insured as a result of a court order) 17 = Stepson or Stepdaughter 18 = Self 19 = Child 20 = Employee 21 = Unknown 22 = Handicapped Dependent 23 = Sponsored Dependent 24 = Dependent of a Minor Dependent 33 = Father 39 = Organ Donor 	

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Locator #	Description	Instructions	Alerts
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	
61-A,B,C	Insured's Group Name (Medicaid not Primary)	appropriate. 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.	
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	Situational. If the services on the claim require prior authorization or pre- certification, enter the prior authorization or pre-certification number in 63A. If the services require a CommunityCARE PCP referral authorization number, enter the PCP 7-digit Medicaid referral authorization number or the unique electronic 9-digit referral authorization number (assigned through e-RA) in 63C, as appropriate.	
64-A,B,C	Document Control Number	Situational. If filing an adjustment or void, enter an "A" for an adjustment or a "V" 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.	

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Locator #	Description	Instructions	Alerts
		Enter one of the appropriate reason codes for the adjustment or void in 64C. Appropriate codes follow:	
64-A,B,C (continued)	Document Control Number (continued)	Adjustments 01 = Third Party Liability Recovery 02 = Provider Correction 03 = Fiscal Agent Error 90 = State Office Use Only – Recovery 99 = Other	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
		<u>Voids</u> 10 = Claim Paid for Wrong Recipient 11 = Claim Paid for Wrong Provider 00 = Other	control number.
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	Optional. Enter the diagnosis/procedure code version qualifier of "9."	
		Required. Enter the ICD-9-CM code for the principal diagnosis.	
		Situational. Enter the ICD-9-CM code or codes for all other applicable diagnoses for this claim.	
67		Note: Use the most specific and accurate ICD-9-CM Diagnosis Code. A three-digit Diagnosis Code is to be used only if it is	
67 A-Q	Other Diagnosis code	not further subdivided. Where fourth-digit and/or fifth-digit sub-classifications are provided, they must be assigned. A code is invalid if it has not been coded to the full number of digits required for that code. Diagnosis Codes beginning with "E" or "M" are not acceptable for any Diagnosis Code.	

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Locator #	Description	Instructions	Alerts
68	Unlabeled	Leave blank.	
69	Admitting Diagnosis	Situational. If the claim is for inpatient services, enter the admitting Diagnosis Code.	
70	Patient Reason for Visit	Optional. Enter the appropriate Diagnosis Code indicating the patient's presenting symptom.	
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	Situational . Enter a valid current ICD-9-CM procedure code when an inpatient procedure is performed.	
74 a – e	Other Procedure Code / Date	Situational. Enter valid current ICD-9-CM procedure codes as appropriate for multiple inpatient procedures.	
75	Unlabeled	Leave blank.	
76	Attending	Required . Enter the name and/or number of the attending physician.	
77	Operating	Situational. If applicable, enter the name and/or number of the operating physician. Note: For sterilization procedures, the surgeon's name must appear in Form Locator 77.	
78	Other	Situational. If applicable, enter the name and/or number of any other physician.	
79	Other	Situational . If applicable, enter the name and/or 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.

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70	Anesthesia					1	330.00	
11	MRI - Brain		70553			1	2902.00	
36	N412345678901UN1234.567		J0330			1	19.07	
36	N400123005670UN23.1		J2405			4	170.00	
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CHAPTER 25: HOSPITALS APPENDIX A: FORMS AND LINKS

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CHAPTER 25: HOSPITALS APPENDIX A: FORMS AND LINKS

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