LOUISIANA MEDICAID PROGRAM	ISSUED:	06/15/16
	REPLACED:	09/30/15
CHAPTER 26: ICF/DD SERVICES		
APPENDIX D: CLAIMS FILING		PAGE(S) 25

CLAIMS FILING

The claims filing appendix includes the following information:

- Instructions for completing the UB 04 claim form; and
- Samples of a UB 04 claim form for ICF/ID routine billing.

Page 1 of 25 Appendix D

06/15/16 09/30/15

CHAPTER 26: ICF/DD SERVICES

APPENDIX D: CLAIMS FILING

PAGE(S) 25

Instructions for Completing the UB04 for ICF/ID Facility

Locator #	Description	Instructions	Alerts
1	Provider Name, Address, Telephone Number	Required. Enter the name and address of the facility.	
2	Pay to Name/Address/ Identification Number(ID)	Situational. Enter the name, address, and Louisiana Medicaid ID of the provider if different from the provider data in Field 1.	
3a	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 Number	Optional . Enter patient's medical record number (up to 24 characters).	
4	Type of Bill	Required. Enter the appropriate 3-digit code as follows: FOR NURSING FACILITY PROVIDERS: First Digit - Type of Facility 2 = Skilled Nursing	2nd Digit "7" when used with 1st Digit "2" is reserved for assignment by the National Uniform Billing Committee (NUBC). Use 2nd Digit "1" instead.

ISSUED: REPLACED:

06/15/16 09/30/15

CHAPTER 26: ICF/DD SERVICES

Locator #	Description	Instructions	Alerts
4 (cont'd)	Type of Bill (cont'd)	FOR ICF/ID PROVIDERS: First digit - type of facility 6 = Intermediate Care (LOC =ICF/ID) Second digit - classification 5 = Intermediate Care Level II 6 = Intermediate Care Level II FOR NURSING FACILITY and ICF/ID: Third Digit - frequency definition 1 = Admit through discharge claim. Use this code for a claim encompassing an entire course of treatment for which you expect payment, i.e., no further claims will be submitted for this patient. 2 = Interim - first claim. Use this code for the first of an expected series of claims for a course of treatment. 3 = Interim - continuing claim. Use this code when a claim for a course of treatment has been submitted and further claims are expected to be submitted. 4 = Interim - final claim. Use this code for a claim which is the last claim. The "Through" date of this bill (Form Locator 6) is the discharge date or date of death. 7 = Adjustment/ replacement of prior claim. Use this code to correct previously submitted and paid claim. 8 = Void/cancel of a prior claim. Use this code to void a previously submitted and paid claim.	
5	Federal Tax Number	Optional.	
6	Statement Covers Period (the from and through dates of the period covered by this bill)	Required. Enter the beginning and ending service dates of the period covered by this claim (MMDDYY).	
7	Unlabeled	Leave blank.	
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.	

ISSUED: REPLACED:

06/15/16 09/30/15

CHAPTER 26: ICF/DD SERVICES

Locator #	Description	Instructions	Alerts
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 six 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 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	Leave blank.	
14	Type Admission	Leave blank.	
15	Source of Admission	Leave blank.	
16	Discharge Hour	Leave blank.	

ISSUED: REPLACED:

06/15/16 09/30/15

CHAPTER 26: ICF/DD SERVICES

Locator #	Description	Instructions	Alerts
17	Patient Status	Required. Enter the patient's 2-digit status code as of the "Through" date of the billing period (Form Locator 6).	
		Valid Codes 01 = Discharged to home or self-care (routine discharge) 02 = Discharged/transferred to another short-term general hospital for inpatient care 03 = Discharged/transferred to a skilled nursing facility (SNF) or an intermediate care facility (ICF) 04 = Discharged/transferred to another type of institution for inpatient care 06 = Discharged/transferred to home under care of home health services organization 07 = Left against medical advice or discontinued care 09 = Admitted as inpatient to a hospital 20 = Expired/discharged due to death 30 = Still a patient 61 = Discharged/transferred within this institution to hospital-based Medicare approved swing-bed 62 = Discharged/transferred to a rehabilitation facility including rehabilitation distinct part units of a hospital 63 = Discharged/transferred to a long term care hospital	
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.	
37	Unlabeled	Leave blank.	
38	Responsible Party Name and Address	Optional.	

06/15/16 09/30/15

CHAPTER 26: ICF/DD SERVICES

APPENDIX D: CLAIMS FILING PAGE(S) 25

Locator #	Description	Instructions	Alerts
39-41	Value Codes and Amounts	Required. Enter the appropriate value code. *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) *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	Covered Days is reported with Value Code 80, which must be entered in Form Locator 39-41 of the UB-04. Value Codes 81, 82 and 83 are not used for straight Medicaid billing.
42	Revenue Code	field. Required. Enter the revenue code(s) which identifies the service provided. Bill a level of care (LOC) revenue code only once during the month unless the LOC changes during the month. Use the following revenue codes and descriptions to bill Louisiana Medicaid: FOR NURSING FACILITY PROVIDERS: Revenue Code & Description (Corresponding Level of Care) 022 = Skilled Nursing Facility Prospective Payment System (RUGS) (88 = Case Mix -Formerly LOC 20,21, 22) 118 = Room and Board-Private Subacute Rehabilitation (31 = NF rehabilitation 20 = SNF/Hospice in nursing facility 21 = ICF I/Hospice in nursing facility 22 = ICF II) 193 = Subacute Care Level III (Complex Care) (32 = NF Complex Care) 194 = Subacute Care Level IV (28 = SNF technology dependent care) 199 = Other Subacute Care (30 = SNF infectious disease)	

Page **6** of **25**

ISSUED: REPLACED:

06/15/16 09/30/15

CHAPTER 26: ICF/DD SERVICES

Locator #	Description	Instructions	Alerts
42 (cont'd)	Revenue Code (cont'd)	FOR ICF-ID PROVIDERS: Revenue Code & Description (Corresponding Level of Care) 193 = Pervasive level of care (Inventory for Client and Agency Planning (ICAP) Score 1-19) 192 = Extensive level of care (ICAP Score 20-39) 191 = Limited level of care (ICAP Score 40-69) 190 = Intermittent level of care (ICAP Score 70-99) NOTE: Providers will be paid at the intermittent level of care should a recipient not have an ICAP level on file. All recipients must have an ICAP Assessment on file. FOR NURSING FACILITY & ICF/ID: Revenue Code & Description Leave of Absence	
		 183 = Leave of Absence - Subcategory therapeutic (for home leave) 185 = Leave of Absence - Subcategory nursing home (for hospitalization) 	
43	Revenue Description	Required. Enter the narrative description of the corresponding revenue code as indicated above in Form Locator 42.	
44	HCPCS/Rates HIPPS Code	Leave blank.	

06/15/16 09/30/15

CHAPTER 26: ICF/DD SERVICES

Locator #	Description	Instructions	Alerts
45	Service Date	Required. Enter a beginning and ending day of service (e.g., 01-31) for each revenue code indicated. The service day range should be the first day through the last day of the month on which the service was provided.	
		Example 1: If SNF TDC care (Revenue Code 194) is provided for the entire month of March, the service date should be entered 01-31.	
		Example 2: If the recipient is on hospital leave (Revenue Code 185) from March 06 -12, the service date should be entered 07-12, If the recipient was discharged while on leave from the facility, the leave days should be cut back by one day (e.g. 07-11).	
		Note: The claim must reflect the total number of days billed at a particular level of care (LOC) corresponding to the revenue code for that LOC. If the LOC changes during the month, another claim line must be entered with the appropriate revenue code for that LOC and the correct number of days indicated for that LOC for the month of 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.	
46	Units of Service	Required. Enter in DAYS the number of units of service for each level of care type on the line adjacent to the level of care revenue code, description, and service date.	
		Example 1: Service date 01-31 should indicate 31 units or days for Revenue Code 194.	
		Note: Do not enter the actual number of units when billing for home or hospital leave days, only indicate the "from" and "to" days in Form Locator 45.	
		Example 2: (Revenue Code 185), Service date 07- 12, service units should be left blank.	
47	Total Charges	Leave Blank.	

ISSUED: REPLACED:

06/15/16 09/30/15

CHAPTER 26: ICF/DD SERVICES

Locator #	Description	Instructions	Alerts
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 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.	
51-A,B,C	Health Plan Identification (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 Certification Indicator	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.	
55- A,B,C	Estimated Amount Due	Optional.	
56	National Provider Identifier (NPI)	Required. Enter the provider's NPI.	The 10-digit NPI must be entered here.

ISSUED: REPLACED:

06/15/16 09/30/15

CHAPTER 26: ICF/DD SERVICES

Locator #	Description	Instructions	Alerts
57	Other Provider Identification (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	Patient's Relationship to 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	

ISSUED: REPLACED:

06/15/16 09/30/15

CHAPTER 26: ICF/DD SERVICES

Locator #	Description	Instructions	Alerts
60- A,B,C	Insured's Unique Identification (ID)	Required. Enter the recipient's 13-digit Medicaid identification number as it appears on the Medicaid ID card 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.	
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 HMOs 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 Number (Medicaid not Primary)	Situational If insurance coverage other than Medicaid applies, enter on lines 62A, 62B 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 Authorization Code	Leave blank.	

ISSUED: REPLACED:

06/15/16 09/30/15

CHAPTER 26: ICF/DD SERVICES

Locator #	Description	Instructions	Alerts
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.	
		Enter one of the appropriate reason codes for the adjustment or void in 64C. Appropriate codes follow:	
		Adjustments 01 = Third Party Liability 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	
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 (Diagnosis and Procedure Code 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	

06/15/16 09/30/15

CHAPTER 26: ICF/DD SERVICES

Locator #	Description	Instructions	Alerts
67	Principal Diagnosis Codes	Required. Enter the most current ICD diagnosis code.	The most specific diagnosis codes must be used. General
67 A-Q	Other Diagnosis code	Situational. Enter the ICD code or codes for all other applicable diagnoses for this claim.	codes are not acceptable. A code is invalid if it has not been coded to the full number of digits required for that code.
		NOTE:	ICD 0 diagnosis andes
		ICD-9 Diagnosis Codes beginning with "E" or "M" are not acceptable for any diagnosis code.	ICD-9 diagnosis codes must be used on claims for dates of service prior to 10/1/15.
		ICD-10-CM "V", "W", "X", & "Y" series diagnosis codes are not part of the current diagnosis file and should not be used when completing claims to be submitted to Medicaid.	ICD-10 diagnosis codes must be used on claims for dates of service on or after 10/1/15.
			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).
68	Unlabeled	Leave blank.	
69	Admitting Diagnosis	Optional. Enter the admitting diagnosis code.	Refer to field locator 67.
70	Patient Reason for Visit	Leave blank.	
71	Prospective Payment System (PPS) Code	Leave blank.	
72- A,B,C	ECI (External Cause of Injury)	Leave blank.	

ISSUED: REPLACED:

06/15/16 09/30/15

CHAPTER 26: ICF/DD SERVICES

Locator #	Description	Instructions	Alerts
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 physician ordering the plan of care.	This field must be completed. The attending provider name and NPI cannot be the billing provider. The individual attending provider information must be entered in this field. The attending provider must be enrolled with Louisiana Medicaid.
77	Operating	Leave blank.	

06/15/16 09/30/15

CHAPTER 26: ICF/DD SERVICES

APPENDIX D: CLAIMS FILING PAGE(S) 25

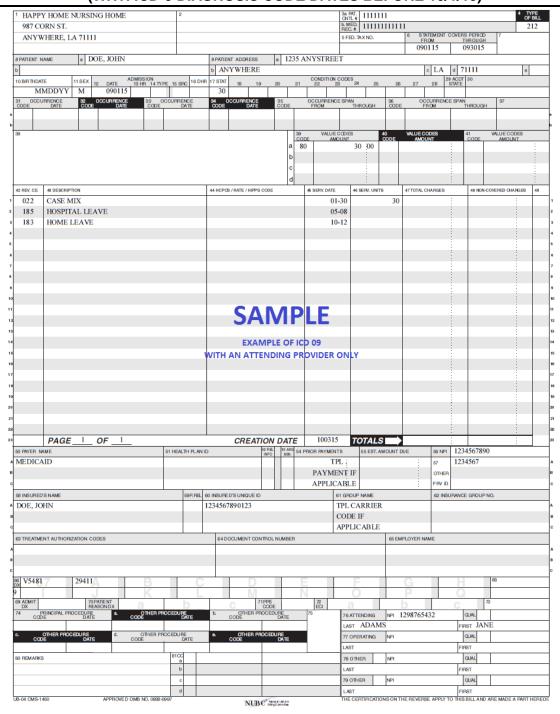
Locator #	Description	Instructions	Alerts
78	Other	Situational. If applicable, enter the name and NPI of the referring provider or other physician. Note: If a referring provider is entered on the claim, the information must be entered in FL 78 with Qualifier DN.	A referring provider is NOT required on the claim. However, if a referring provider is entered on the claim, the name and NPI number must be entered here with the Qualifier DN indicating referring provider. The referring 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	Leave blank.	
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.

CHAPTER 26: ICF/DD SERVICES

APPENDIX D: CLAIMS FILING PAGE(S) 25

SAMPLE NURSING FACILITY CLAIM FORM WITH AN ATTENDING PROVIDER ONLY (WITH ICD-9 DIAGNOSIS CODE DATES BEFORE 10/1/15)

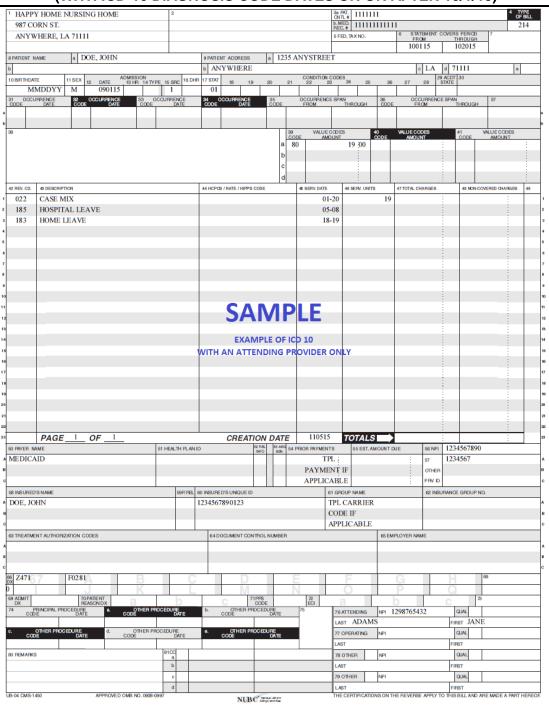


06/15/16 09/30/15

CHAPTER 26: ICF/DD SERVICES

APPENDIX D: CLAIMS FILING PAGE(S) 25

SAMPLE NURSING FACILITY CLAIM FORM WITH AN ATTENDING PROVIDER ONLY (WITH ICD-10 DIAGNOSIS CODE DATES ON OR AFTER 10/1/15)

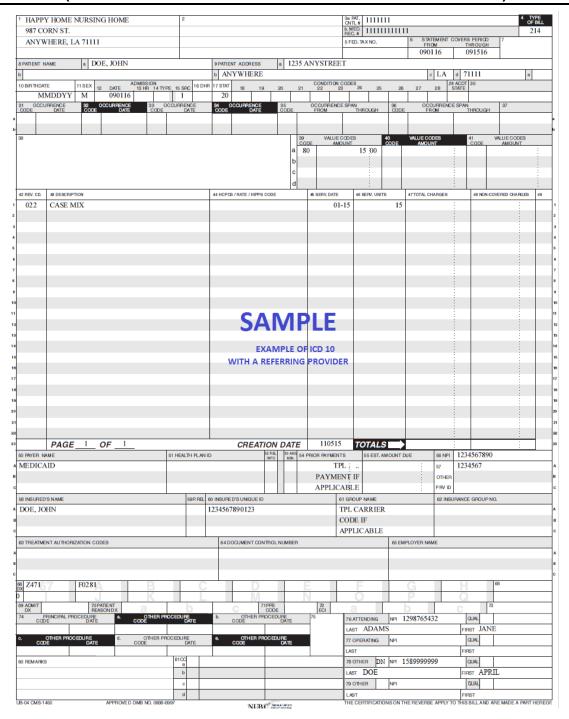


CHAPTER 26: ICF/DD SERVICES

APPENDIX D: CLAIMS FILING PAGE(S) 25

SAMPLE NURSING FACILITY CLAIM FORM WITH A REFERRING PROVIDER

(WITH ICD-10 DIAGNOSIS CODE DATES ON OR AFTER 10/1/15)

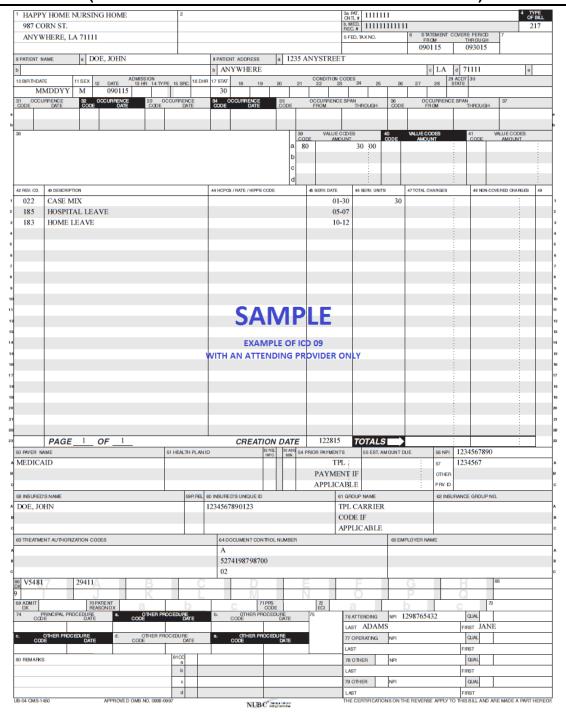


CHAPTER 26: ICF/DD SERVICES

APPENDIX D: CLAIMS FILING PAGE(S) 25

SAMPLE NURSING FACILITY CLAIM FORM ADJUSTMENT WITH AN ATTENDING PROVIDER ONLY

(WITH ICD-9 DIAGNOSIS CODE DATES BEFORE 10/1/15)

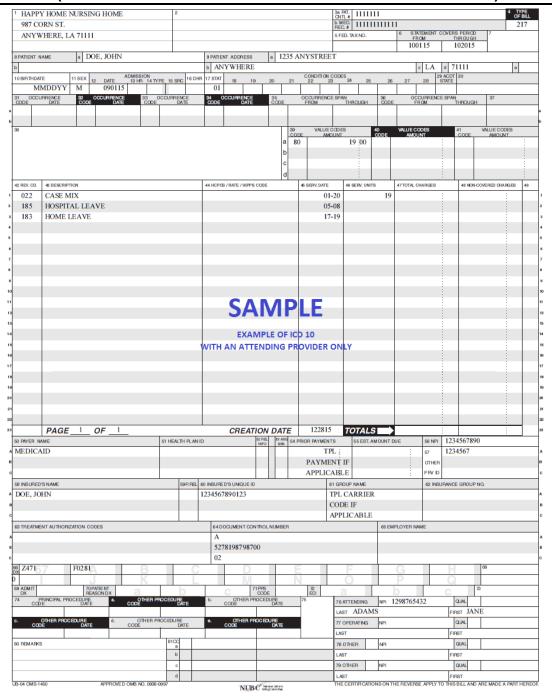


CHAPTER 26: ICF/DD SERVICES

APPENDIX D: CLAIMS FILING PAGE(S) 25

SAMPLE NURSING FACILITY CLAIM FORM ADJUSTMENT WITH AN ATTENDING PROVIDER ONLY

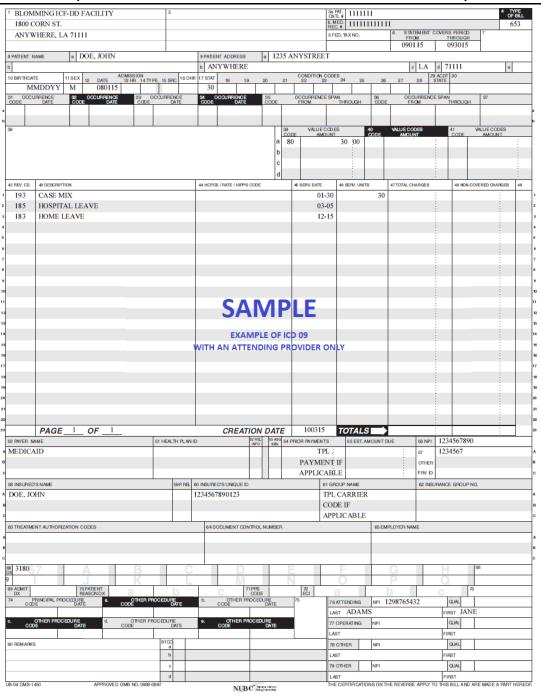
(WITH ICD-10 DIAGNOSIS CODE DATES ON OR AFTER 10/1/15)



CHAPTER 26: ICF/DD SERVICES

APPENDIX D: CLAIMS FILING PAGE(S) 25

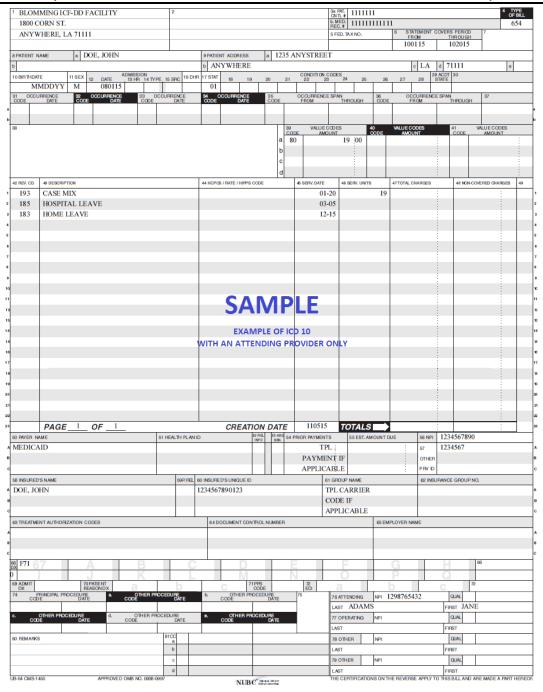
SAMPLE ICF/ID FACILITY CLAIM FORM WITH AN ATTENDING PROVIDER ONLY (WITH ICD-9 DIAGNOSIS CODE DATES BEFORE 10/1/15)



CHAPTER 26: ICF/DD SERVICES

APPENDIX D: CLAIMS FILING PAGE(S) 25

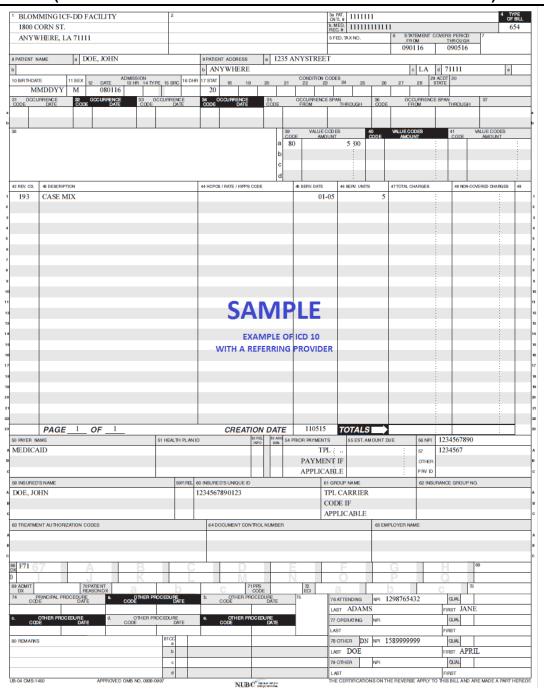
SAMPLE ICF/ID FACILITY CLAIM FORM WITH AN ATTENDING PROVIDER ONLY (WITH ICD-10 DIAGNOSIS CODE DATES ON OR AFTER 10/1/15)



CHAPTER 26: ICF/DD SERVICES

APPENDIX D: CLAIMS FILING PAGE(S) 25

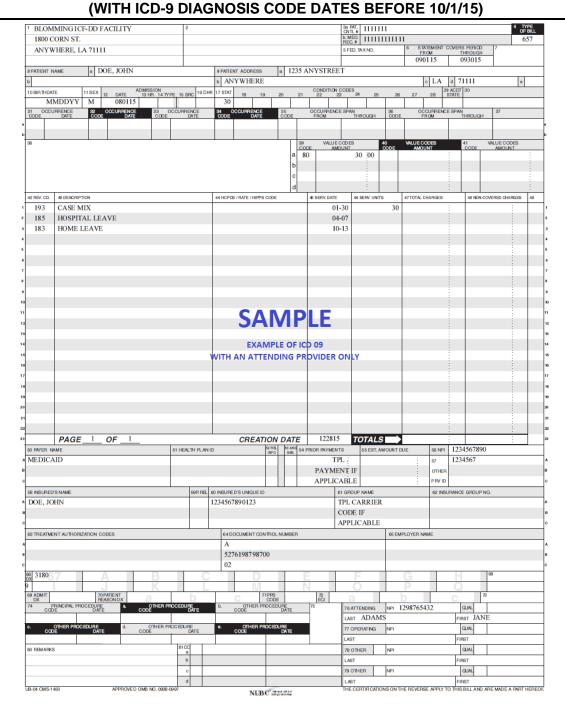
SAMPLE ICF/ID FACILITY CLAIM FORM WITH A REFERRING PROVIDER (WITH ICD-10 DIAGNOSIS CODE DATES ON OR AFTER 10/1/15)



CHAPTER 26: ICF/DD SERVICES

APPENDIX D: CLAIMS FILING PAGE(S) 25

SAMPLE ICF/ID FACILITY CLAIM FORM ADJUSTMENT WITH AN ATTENDING PROVIDER ONLY



06/15/16 09/30/15

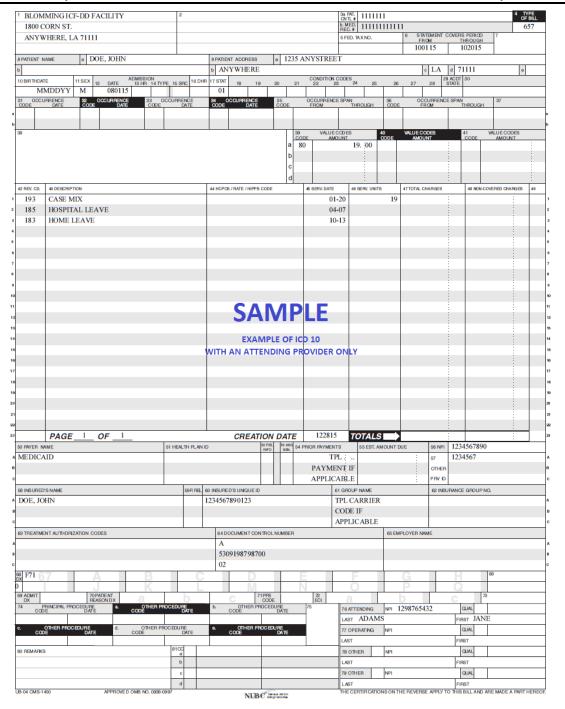
CHAPTER 26: ICF/DD SERVICES

APPENDIX D: CLAIMS FILING

PAGE(S) 25

SAMPLE ICF/ID FACILITY CLAIM FORM ADJUSTMENT WITH AN ATTENDING PROVIDER ONLY

(WITH ICD-10 DIAGNOSIS CODE DATES ON OR AFTER 10/1/15)



06/15/16 09/30/15

CHAPTER 26: ICF/DD SERVICES

APPENDIX D: CLAIMS FILING PAGE(S) 25

Instructions for Completing the UB04 for ICF/ID Facility

Locator #	Description	Instructions	Alerts
1	Provider Name, Address, Telephone Number	Required. Enter the name and address of the facility.	
2	Pay to Name/Address/ Identification Number(ID)	Situational . Enter the name, address, and Louisiana Medicaid ID of the provider if different from the provider data in Field 1.	
3a	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 Number	Optional . Enter patient's medical record number (up to 24 characters).	
4	Type of Bill	Required. Enter the appropriate 3-digit code as follows: FOR NURSING FACILITY PROVIDERS: First Digit - Type of Facility 2 = Skilled Nursing	2nd Digit "7" when used with 1st Digit "2" is reserved for assignment by the National Uniform Billing Committee (NUBC). Use 2nd Digit "1" instead.

ISSUED: REPLACED:

06/15/16 09/30/15

CHAPTER 26: ICF/DD SERVICES

Locator #	Description	Instructions	Alerts
4 (cont'd)	Type of Bill (cont'd)	FOR ICF/ID PROVIDERS: First digit - type of facility 6 = Intermediate Care (LOC =ICF/ID) Second digit - classification 5 = Intermediate Care Level II 6 = Intermediate Care Level II FOR NURSING FACILITY and ICF/ID: Third Digit - frequency definition 1 = Admit through discharge claim. Use this code for a claim encompassing an entire course of treatment for which you expect payment, i.e., no further claims will be submitted for this patient. 2 = Interim - first claim. Use this code for the first of an expected series of claims for a course of treatment. 3 = Interim - continuing claim. Use this code when a claim for a course of treatment has been submitted and further claims are expected to be submitted. 4 = Interim - final claim. Use this code for a claim which is the last claim. The "Through" date of this bill (Form Locator 6) is the discharge date or date of death. 7 = Adjustment/ replacement of prior claim. Use this code to correct previously submitted and paid claim. 8 = Void/cancel of a prior claim. Use this code to void a previously submitted and paid claim.	
5	Federal Tax Number	Optional.	
6	Statement Covers Period (the from and through dates of the period covered by this bill)	Required. Enter the beginning and ending service dates of the period covered by this claim (MMDDYY).	
7	Unlabeled	Leave blank.	
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.	

ISSUED: REPLACED:

06/15/16 09/30/15

CHAPTER 26: ICF/DD SERVICES

Locator #	Description	Instructions	Alerts
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 six 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 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	Leave blank.	
14	Type Admission	Leave blank.	
15	Source of Admission	Leave blank.	
16	Discharge Hour	Leave blank.	

ISSUED: REPLACED:

06/15/16 09/30/15

CHAPTER 26: ICF/DD SERVICES

Locator #	Description	Instructions	Alerts
17	Patient Status	Required. Enter the patient's 2-digit status code as of the "Through" date of the billing period (Form Locator 6).	
		Valid Codes 01 = Discharged to home or self-care (routine discharge) 02 = Discharged/transferred to another short-term general hospital for inpatient care 03 = Discharged/transferred to a skilled nursing facility (SNF) or an intermediate care facility (ICF) 04 = Discharged/transferred to another type of institution for inpatient care 06 = Discharged/transferred to home under care of home health services organization 07 = Left against medical advice or discontinued care 09 = Admitted as inpatient to a hospital 20 = Expired/discharged due to death 30 = Still a patient 61 = Discharged/transferred within this institution to hospital-based Medicare approved swing-bed 62 = Discharged/transferred to a rehabilitation facility including rehabilitation distinct part units of a hospital 63 = Discharged/transferred to a long term care hospital	
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.	
37	Unlabeled	Leave blank.	
38	Responsible Party Name and Address	Optional.	

06/15/16 09/30/15

CHAPTER 26: ICF/DD SERVICES

APPENDIX D: CLAIMS FILING PAGE(S) 25

Locator #	Description	Instructions	Alerts
39-41	Value Codes and Amounts	Required. Enter the appropriate value code. *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) *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	Covered Days is reported with Value Code 80, which must be entered in Form Locator 39-41 of the UB-04. Value Codes 81, 82 and 83 are not used for straight Medicaid billing.
42	Revenue Code	field. Required. Enter the revenue code(s) which identifies the service provided. Bill a level of care (LOC) revenue code only once during the month unless the LOC changes during the month. Use the following revenue codes and descriptions to bill Louisiana Medicaid: FOR NURSING FACILITY PROVIDERS: Revenue Code & Description (Corresponding Level of Care) 022 = Skilled Nursing Facility Prospective Payment System (RUGS) (88 = Case Mix -Formerly LOC 20,21, 22) 118 = Room and Board-Private Subacute Rehabilitation (31 = NF rehabilitation 20 = SNF/Hospice in nursing facility 21 = ICF I/Hospice in nursing facility 22 = ICF II) 193 = Subacute Care Level III (Complex Care) (32 = NF Complex Care) 194 = Subacute Care Level IV (28 = SNF technology dependent care) 199 = Other Subacute Care (30 = SNF infectious disease)	

Page **6** of **25**

ISSUED: REPLACED:

06/15/16 09/30/15

CHAPTER 26: ICF/DD SERVICES

Locator #	Description	Instructions	Alerts
42 (cont'd)	Revenue Code (cont'd)	FOR ICF-ID PROVIDERS: Revenue Code & Description (Corresponding Level of Care) 193 = Pervasive level of care (Inventory for Client and Agency Planning (ICAP) Score 1-19) 192 = Extensive level of care (ICAP Score 20-39) 191 = Limited level of care (ICAP Score 40-69) 190 = Intermittent level of care (ICAP Score 70-99) NOTE: Providers will be paid at the intermittent level of care should a recipient not have an ICAP level on file. All recipients must have an ICAP Assessment on file. FOR NURSING FACILITY & ICF/ID: Revenue Code & Description Leave of Absence	
		 183 = Leave of Absence - Subcategory therapeutic (for home leave) 185 = Leave of Absence - Subcategory nursing home (for hospitalization) 	
43	Revenue Description	Required. Enter the narrative description of the corresponding revenue code as indicated above in Form Locator 42.	
44	HCPCS/Rates HIPPS Code	Leave blank.	

06/15/16 09/30/15

CHAPTER 26: ICF/DD SERVICES

Locator #	Description	Instructions	Alerts
45	Service Date	Required. Enter a beginning and ending day of service (e.g., 01-31) for each revenue code indicated. The service day range should be the first day through the last day of the month on which the service was provided.	
		Example 1: If SNF TDC care (Revenue Code 194) is provided for the entire month of March, the service date should be entered 01-31.	
		Example 2: If the recipient is on hospital leave (Revenue Code 185) from March 06 -12, the service date should be entered 07-12, If the recipient was discharged while on leave from the facility, the leave days should be cut back by one day (e.g. 07-11).	
		Note: The claim must reflect the total number of days billed at a particular level of care (LOC) corresponding to the revenue code for that LOC. If the LOC changes during the month, another claim line must be entered with the appropriate revenue code for that LOC and the correct number of days indicated for that LOC for the month of 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.	
46	Units of Service	Required. Enter in DAYS the number of units of service for each level of care type on the line adjacent to the level of care revenue code, description, and service date.	
		Example 1: Service date 01-31 should indicate 31 units or days for Revenue Code 194.	
		Note: Do not enter the actual number of units when billing for home or hospital leave days, only indicate the "from" and "to" days in Form Locator 45.	
		Example 2: (Revenue Code 185), Service date 07- 12, service units should be left blank.	
47	Total Charges	Leave Blank.	

ISSUED: REPLACED:

06/15/16 09/30/15

CHAPTER 26: ICF/DD SERVICES

Locator #	Description	Instructions	Alerts
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 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.	
51-A,B,C	Health Plan Identification (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 Certification Indicator	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.	
55- A,B,C	Estimated Amount Due	Optional.	
56	National Provider Identifier (NPI)	Required. Enter the provider's NPI.	The 10-digit NPI must be entered here.

ISSUED: REPLACED:

06/15/16 09/30/15

CHAPTER 26: ICF/DD SERVICES

Locator #	Description	Instructions	Alerts
57	Other Provider Identification (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	Patient's Relationship to 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	

ISSUED: REPLACED:

06/15/16 09/30/15

CHAPTER 26: ICF/DD SERVICES

Locator #	Description	Instructions	Alerts
60- A,B,C	Insured's Unique Identification (ID)	Required. Enter the recipient's 13-digit Medicaid identification number as it appears on the Medicaid ID card 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.	
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 HMOs 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 Number (Medicaid not Primary)	Situational If insurance coverage other than Medicaid applies, enter on lines 62A, 62B 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 Authorization Code	Leave blank.	

ISSUED: REPLACED:

06/15/16 09/30/15

CHAPTER 26: ICF/DD SERVICES

Locator #	Description	Instructions	Alerts
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.	
		Enter one of the appropriate reason codes for the adjustment or void in 64C. Appropriate codes follow:	
		Adjustments 01 = Third Party Liability 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	
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 (Diagnosis and Procedure Code 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	

ISSUED: REPLACED:

06/15/16 09/30/15

CHAPTER 26: ICF/DD SERVICES

APPENDIX D: CLAIMS FILING PAGE(S) 25

Locator #	Description	Instructions	Alerts
67	Principal Diagnosis Codes	Required. Enter the most current ICD diagnosis code.	The most specific diagnosis codes must be used. General
67 A-Q	Other Diagnosis code	Situational. Enter the ICD code or codes for all other applicable diagnoses for this claim.	codes are not acceptable. A code is invalid if it has not been coded to the full number of digits required for that code.
		NOTE:	ICD 0 diagnosis andes
		ICD-9 Diagnosis Codes beginning with "E" or "M" are not acceptable for any diagnosis code.	ICD-9 diagnosis codes must be used on claims for dates of service prior to 10/1/15.
		ICD-10-CM "V", "W", "X", & "Y" series diagnosis codes are not part of the current diagnosis file and should not be used when completing claims to be submitted to Medicaid.	ICD-10 diagnosis codes must be used on claims for dates of service on or after 10/1/15.
			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).
68	Unlabeled	Leave blank.	
69	Admitting Diagnosis	Optional. Enter the admitting diagnosis code.	Refer to field locator 67.
70	Patient Reason for Visit	Leave blank.	
71	Prospective Payment System (PPS) Code	Leave blank.	
72- A,B,C	ECI (External Cause of Injury)	Leave blank.	

LOUISIANA MEDICAID PROGRAM

ISSUED: REPLACED:

06/15/16 09/30/15

CHAPTER 26: ICF/DD SERVICES

APPENDIX D: CLAIMS FILING PAGE(S) 25

Locator #	Description	Instructions	Alerts
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 physician ordering the plan of care.	This field must be completed. The attending provider name and NPI cannot be the billing provider. The individual attending provider information must be entered in this field. The attending provider must be enrolled with Louisiana Medicaid.
77	Operating	Leave blank.	

ISSUED: REPLACED:

06/15/16 09/30/15

CHAPTER 26: ICF/DD SERVICES

APPENDIX D: CLAIMS FILING PAGE(S) 25

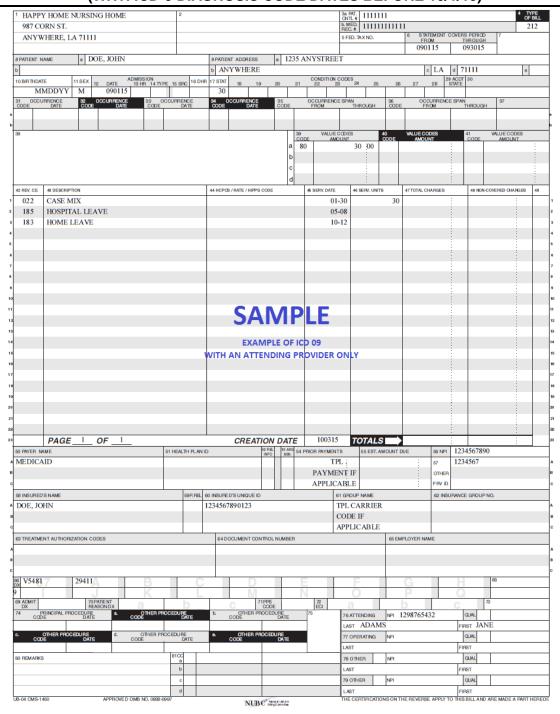
Locator #	Description	Instructions	Alerts
78	Other	Situational. If applicable, enter the name and NPI of the referring provider or other physician. Note: If a referring provider is entered on the claim, the information must be entered in FL 78 with Qualifier DN.	A referring provider is NOT required on the claim. However, if a referring provider is entered on the claim, the name and NPI number must be entered here with the Qualifier DN indicating referring provider. The referring 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	Leave blank.	
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.

CHAPTER 26: ICF/DD SERVICES

APPENDIX D: CLAIMS FILING PAGE(S) 25

SAMPLE NURSING FACILITY CLAIM FORM WITH AN ATTENDING PROVIDER ONLY (WITH ICD-9 DIAGNOSIS CODE DATES BEFORE 10/1/15)



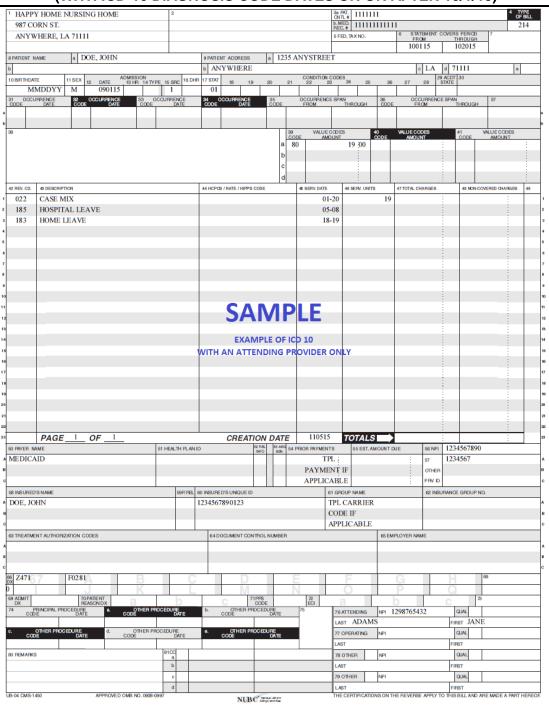
ISSUED: REPLACED:

06/15/16 09/30/15

CHAPTER 26: ICF/DD SERVICES

APPENDIX D: CLAIMS FILING PAGE(S) 25

SAMPLE NURSING FACILITY CLAIM FORM WITH AN ATTENDING PROVIDER ONLY (WITH ICD-10 DIAGNOSIS CODE DATES ON OR AFTER 10/1/15)

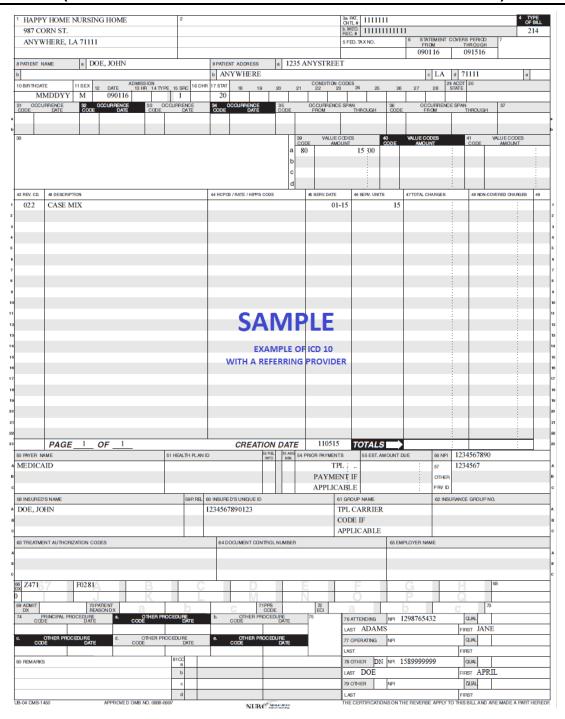


CHAPTER 26: ICF/DD SERVICES

APPENDIX D: CLAIMS FILING PAGE(S) 25

SAMPLE NURSING FACILITY CLAIM FORM WITH A REFERRING PROVIDER

(WITH ICD-10 DIAGNOSIS CODE DATES ON OR AFTER 10/1/15)

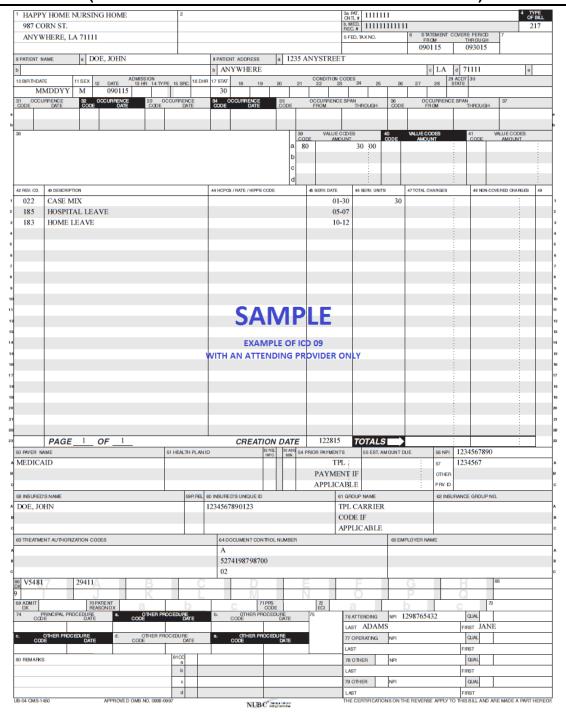


CHAPTER 26: ICF/DD SERVICES

APPENDIX D: CLAIMS FILING PAGE(S) 25

SAMPLE NURSING FACILITY CLAIM FORM ADJUSTMENT WITH AN ATTENDING PROVIDER ONLY

(WITH ICD-9 DIAGNOSIS CODE DATES BEFORE 10/1/15)

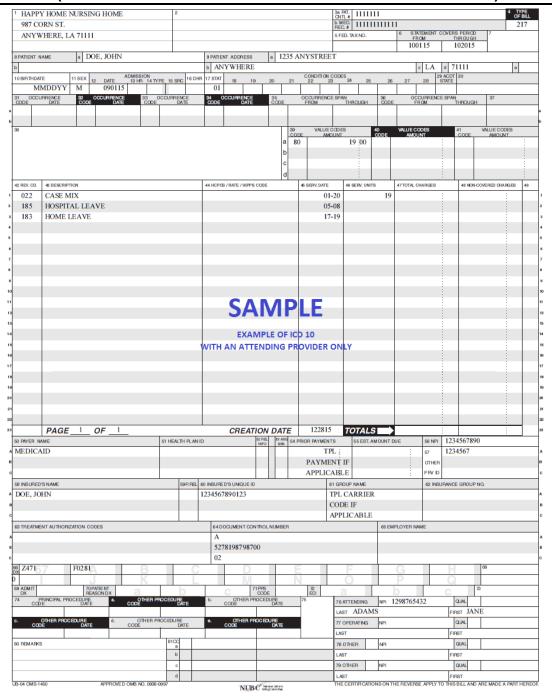


CHAPTER 26: ICF/DD SERVICES

APPENDIX D: CLAIMS FILING PAGE(S) 25

SAMPLE NURSING FACILITY CLAIM FORM ADJUSTMENT WITH AN ATTENDING PROVIDER ONLY

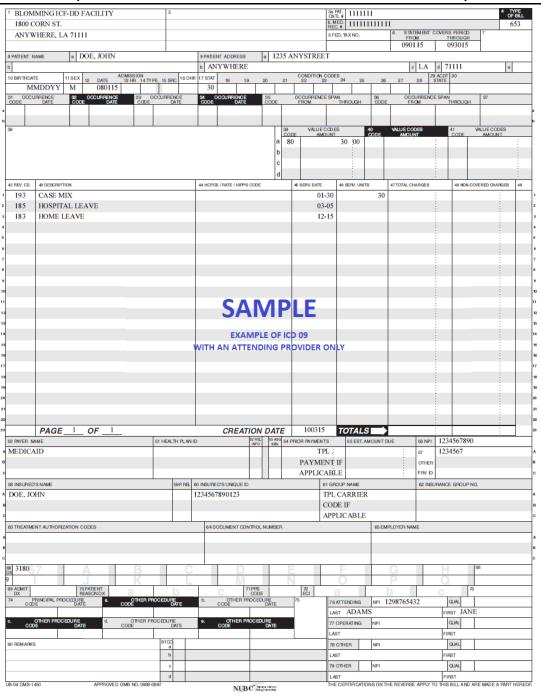
(WITH ICD-10 DIAGNOSIS CODE DATES ON OR AFTER 10/1/15)



CHAPTER 26: ICF/DD SERVICES

APPENDIX D: CLAIMS FILING PAGE(S) 25

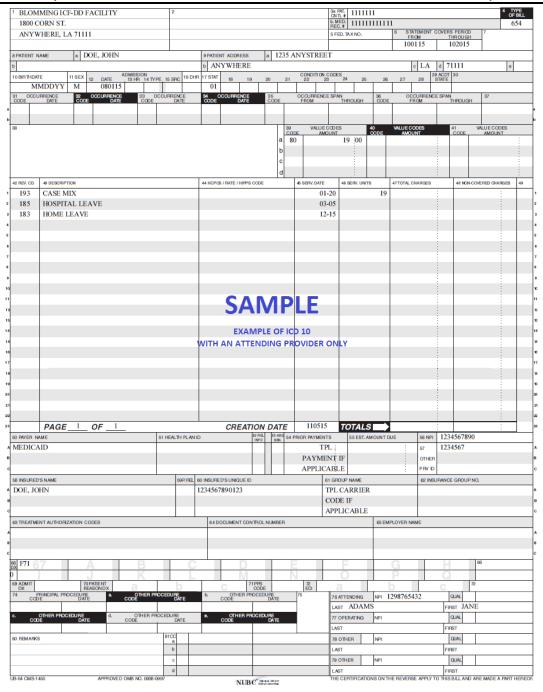
SAMPLE ICF/ID FACILITY CLAIM FORM WITH AN ATTENDING PROVIDER ONLY (WITH ICD-9 DIAGNOSIS CODE DATES BEFORE 10/1/15)



CHAPTER 26: ICF/DD SERVICES

APPENDIX D: CLAIMS FILING PAGE(S) 25

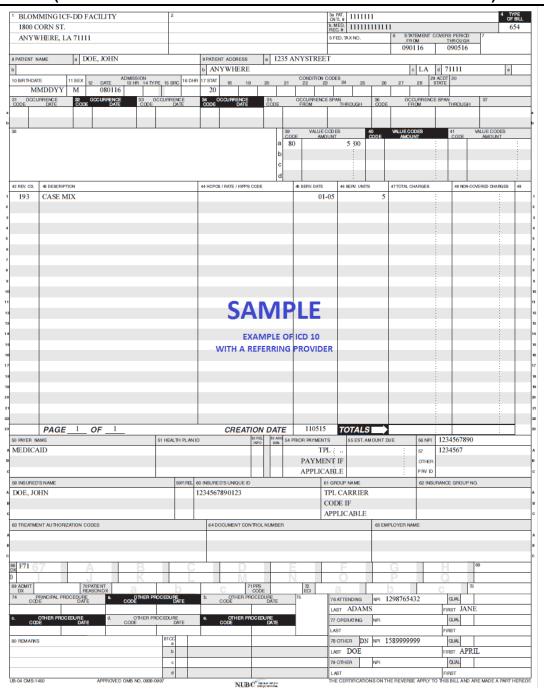
SAMPLE ICF/ID FACILITY CLAIM FORM WITH AN ATTENDING PROVIDER ONLY (WITH ICD-10 DIAGNOSIS CODE DATES ON OR AFTER 10/1/15)



CHAPTER 26: ICF/DD SERVICES

APPENDIX D: CLAIMS FILING PAGE(S) 25

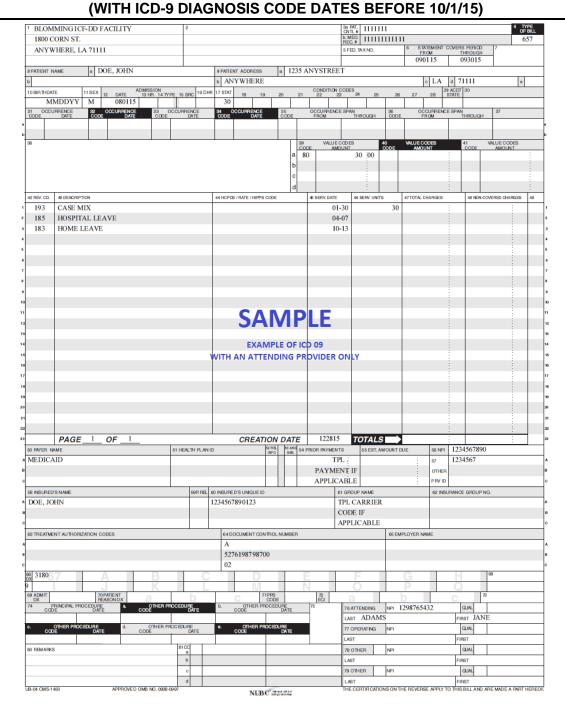
SAMPLE ICF/ID FACILITY CLAIM FORM WITH A REFERRING PROVIDER (WITH ICD-10 DIAGNOSIS CODE DATES ON OR AFTER 10/1/15)



CHAPTER 26: ICF/DD SERVICES

APPENDIX D: CLAIMS FILING PAGE(S) 25

SAMPLE ICF/ID FACILITY CLAIM FORM ADJUSTMENT WITH AN ATTENDING PROVIDER ONLY



CHAPTER 26: ICF/DD SERVICES

APPENDIX D: CLAIMS FILING PAGE(S) 25

SAMPLE ICF/ID FACILITY CLAIM FORM ADJUSTMENT WITH AN ATTENDING PROVIDER ONLY

(WITH ICD-10 DIAGNOSIS CODE DATES ON OR AFTER 10/1/15)

