

## 5. Billing and Payment

It is your responsibility to submit itemized claims for Services provided to Members in a complete and timely manner in accordance with your Agreement, this Provider Manual and applicable law. For Self-Funded products, KPIC utilizes a TPA, HealthPlan Services, a Wipro Company (formally known as Harrington Health), to process claims. The TPA reviews and adjusts claims (including coding) based on commonly accepted standards of coding and billing, and adjusts payment on claims in accordance with the terms of your Agreement, this Provider Manual and applicable law. The TPA's claim processing operation is supported by a set of policies and procedures, which direct the appropriate handling and reimbursement of claims received. KPIC also utilizes another TPA, Zelis Healthcare, to review claims to identify errors and anomalies, and to determine the appropriateness of billing. Appropriateness may include a determination of whether items are separately billable/payable under industry standard guidelines. Items or services that are considered inclusive of, or an integral part of, another procedure or service will not be reimbursed when billed separately. The Member's Plan Sponsor is responsible for payment of claims in accordance with your Agreement, this Provider Manual and applicable law. Please note that this Provider Manual does not address submission of claims under the HMO product.

### 5.1 Whom to Contact with Questions

If you have any questions relating to the submission of claims for services provided to Members for processing, please contact Self-Funded Customer Service at **(866) 213-3062**.

### 5.2 Methods of Claims Submission

We urge you to submit claims electronically in either the 837I (Institutional) or the 837P (Professional) transaction format, following all HIPAA standards and appropriate coding and regulatory requirements. Details are set forth below.

Institutional charges must be submitted using preprinted OCR red lined UB-04 (or successor form) claim form with appropriate coding. Entries must be completed in accordance with National Uniform Billing Committee (NUBC) directions and contain all mandatory entries, and as required by federal statutes and regulations. Reference material can be found at [WWW.NUBC.ORG](http://WWW.NUBC.ORG).

Professional charges must be submitted on a preprinted OCR red lined CMS-1500 v 0212 form (or successor form) with current ICD-10 diagnostic and CPT-4 procedure coding (or successor coding accepted commonly in the industry). Entries must be completed in accordance with National Uniform Claim Committee (NUCC) directions and contain all mandatory entries, and as required by federal statutes and regulations. Reference material can be found at [WWW.NUCC.ORG](http://WWW.NUCC.ORG).

Submitting claims that are handwritten, faxed or photocopied will be subject to process delay and/or rejection.

## **5.3 Claims Filing Requirements**

### **5.3.1 Record Authorization Number**

All services that require prior authorization must have an authorization number included on the claim form.

Claim Type	Electronic Claim Form	Paper Claim Form
Professional Claims	837P Loop 2300, REFO1=9F, REFO2=Authorization Number	CMS-1500 Box 23
Institutional (Facility Claims)	837I Loop 2300, REFO1=9F, REFO2=Authorization Number	UB-04 Box 63

### **5.3.2 One Member and One Provider per Claim Form**

Separate claim forms must be completed for each Member and for each Provider.

- Do not bill for different Members on the same claim form
- Do not bill for different Providers (either billing or rendering) on the same claim form

### **5.3.3 Submission of Multiple Page Claim (CMS-1500 Form and UB-04 Form)**

#### **CMS 1500 (0212)**

The CMS 1500 claim form supports 6 charge lines per form page. Multipage claim form submissions are supported to a maximum of 50 charge lines. The individual pages of the multipage claim are to be sequentially identified by printing the page numbers in the Carrier Block of the form on line 3 beginning at column 32 using the following format: Page XX of YY. The multiple pages should be attached to each other. Enter the TOTAL CHARGE on the last page of your claim submission.

#### **UB04**

The UB04 claim form supports 22 charge lines per form. Multipage claim form submissions are supported to a maximum of 999 charge lines. The individual pages of the multipage claim are to be sequentially identified by printing the page numbers in box 43 row 23. The multiple pages should be attached to each other. Enter the TOTAL CHARGE on the last page of your claim submission. Leave the TOTAL CHARGE on preceding pages of the claim blank.

### **5.3.4 Billing for Claims That Span Different Years**

#### **5.3.4.1 Billing Inpatient Claims that Span Different Years**

When an institutional, inpatient claim spans different years (for example, the patient was admitted in December and was discharged in January of the following year), it is NOT necessary to submit 2 claims for these services. Bill all services for this inpatient stay on one claim form (if possible), reflecting the actual date of admission and the actual date of discharge. However, when billing professional fees on a CMS-1500 for an inpatient stay, you must submit separate claims for those services based on the year of service.

#### **5.3.4.2 Billing Outpatient Claims That Span Different Years**

All outpatient claims, SNF claims and non- Medicare Prospective Payment System (PPS) inpatient claims (e.g., critical access hospitals), which are billed on an interim basis should be split at the calendar year end. Splitting claims is necessary for the following reasons: Proper recording of deductibles, separating expenses payable on a cost basis from those paid on a charge basis, or for accounting and statistical purposes. Expenses incurred in different calendar years cannot be processed as a single claim. A separate claim is required for the expenses incurred in each calendar year.

### **5.3.5 Interim Inpatient Bills**

Interim hospital billings should be submitted under the same Member account number as the initial bill submission.

## **5.4 Paper Claims**

### **5.4.1 Submission of Paper Claims**

Mail all paper claims to:

**KPIC Self-Funded Plan Administrator  
PO Box 30547  
Salt Lake City, UT 84130-0547**

## **5.5 Supporting Documentation for Paper Claims**

In general, the Provider must submit, in addition to the applicable billing form, all supporting documentation that is reasonably relevant information and that is information necessary to determine payment. At a minimum, the supporting documentation that may be reasonably relevant may include the following, to the extent applicable to the services provided:

- Authorization if necessary
- Discharge summary
- Operative report(s)
- Emergency room records with respect to all emergency services
- Treatment notes as reasonably relevant and necessary to determine payment
- A physician report relating to any claim under which a physician is billing a CPT code with a modifier, demonstrating the need for the modifier
- A physician report relating to any claim under which a physician is billing an “Unlisted Procedure”, a procedure or service that is not listed in the current edition of the CPT codebook
- Physical status codes and anesthesia start and stop times whenever necessary for anesthesia services
- Therapy logs showing frequency and duration of therapies provided for SNF services

If additional documentation is deemed to be reasonably relevant information and/or information necessary to determine payment to, you will be notified in writing.

Additional specifications within Plan Sponsor contracts for Self-Funded products will supersede terms specified here. Any additional documentation requirements will be communicated by the TPA via an Info Request Letter specifying the additional information needed.

## **5.6 Submission of Electronic Claims**

### **5.6.1 Electronic Data Interchange (EDI)**

KPIC encourages electronic submission of claims. Self-Funded claims will be administered by the TPA. The TPA has an exclusive arrangement with Change Healthcare for clearinghouse services. Providers can submit electronic claims directly through Change Healthcare or to, or through, another clearinghouse that has an established connection with Change Healthcare. Change Healthcare will aggregate electronic claims directly from Providers and other clearinghouses to route to the TPA for adjudication.

EDI is an electronic exchange of information in a standardized format that adheres to all Health Insurance Portability and Accountability Act (HIPAA) requirements. EDI transactions replace the submission of paper claims. Required data elements (for example: claims data elements) are entered into the computer only ONCE—typically at the Provider’s office, or at another location where services were rendered.

#### **Benefits of EDI Submission**

- Reduced Overhead Expenses: Administrative overhead expenses are reduced, because the need for handling paper claims is eliminated.
- Improved Data Accuracy: Because the claims data submitted by the Provider is sent electronically, data accuracy is improved, as there is no need for re-keying or re-entry of data.
- Low Error Rate: Additionally, “up-front” edits applied to the claims data while information is being entered at the Provider’s office, and additional payor-specific edits applied to the data by the clearinghouse before the data is transmitted to the appropriate payor for processing, increase the percentage of clean claim submissions.
- Bypass U.S. Mail Delivery: The usage of envelopes and stamps is eliminated. Providers save time by bypassing the U.S. mail delivery system.
- Standardized Transaction Formats: Industry-accepted standardized medical claim formats may reduce the number of “exceptions” currently required by multiple Plan Sponsors.

## 5.6.2 Where to Submit Electronic Claims

Submit all electronic claims to:

### **Kaiser Permanente Insurance Company Payor ID**

Optum Payor ID = 94320 (EDI claims/835 Electronic Remittance Advise (ERA))

Navicare Payor ID = 21313 (EDI claims **No** 835 Electronic Remittance Advise (ERA))

Office Ally Payor ID =21313 (EDI claims **No** 835 Electronic Remittance Advise (ERA))

## 5.6.3 Supporting Documentation for Electronic Claims

If submitting claims electronically, the 837 transaction contains data fields to house supporting documentation through free-text format (exact system data field within your billing application varies). If supporting documentation is required, the TPA will request via Info Request Letters. Paper-based supporting documentation will need to be sent to the address below, where the documents will be scanned, imaged, and viewable by the TPA claim processor. The TPA cannot accept electronic attachments at this time.

COB remittance information can be handled directly on the 837; attachments do not need to be sent in separately via paper.

### **KPIC Self-Funded Plan Administrator**

**PO Box 30547**

**Salt Lake City, UT 84130-0547**

## 5.6.4 To Initiate EDI Submissions

Providers initiate EDI submissions. Providers may enroll with Change Healthcare to submit EDI directly or ensure their clearinghouse of choice has an established connection with

Change Healthcare. It is not necessary to notify KPIC or the TPA when you wish to submit electronically.

If there are issues or questions, please contact the TPA at **(866) 213-3062**.

### **5.6.5 EDI Submission Process**

Provider sends claims via EDI: Once a Provider has entered all of the required data elements (i.e., all of the required data for a particular claim) into its claims processing system, the Provider then electronically “sends” all of this information to a clearinghouse (either Change Healthcare or another clearinghouse which has an established connection with Change Healthcare) for further data sorting and distribution.

Providers are responsible for working their reject reports from the clearinghouse.

Exceptions to TPA submission:

- Ambulance claims should be submitted directly to Employers Mutual Inc. (EMI). EMI accepts paper claims on the CMS-1500 claim form at the following address:

**EMI Attn: Kaiser Ambulance Claims  
PO Box 853915  
Richardson, TX 75085-3915**

**Customer Claims Service Department  
Monday through Friday 8:00 am to 5:00 pm Pacific Time  
1-888-505-0468**

- When a Self-Funded Plan Sponsor is secondary to another coverage, Providers can send the secondary claim electronically by (a) ensuring that the primary payment data element within the 837 transaction is specified; and (b) submitting the primary payor payment information (Explanation of Payment (EOP)) via paper to the address below:

**KPIC Self-Funded Plan Administrator  
PO Box 30547  
Salt Lake City, UT 84130-0547**

Clearinghouse receives electronic claims and sends to TPA: Providers should work with their EDI vendors to route their electronic claims within the Change Healthcare clearinghouse network. Change Healthcare will aggregate electronic claims directly from Providers and other clearinghouses for further data sorting and distribution.

The clearinghouse “batches” all of the information it has received, sorts the information, and then electronically “sends” the information to the TPA for processing. Data content required by HIPAA Transaction Implementation Guides is the responsibility of the Provider and the clearinghouse. The clearinghouse should ensure HIPAA Transaction Set Format compliance with HIPAA rules.

In addition, clearinghouses:

- Frequently supply the required PC software to enable direct data entry in the Provider’s office
- May edit the data which is electronically submitted to the clearinghouse by the Provider’s office, so that the data submission may be accepted by the TPA for processing
- Transmit the data to the TPA in a format easily understood by the TPA’s computer system
- Transmit electronic claim status reports from TPA to Providers

TPA receives electronic claims: The TPA receives EDI information after the Provider sends it to the clearinghouse for distribution. The data is loaded into the TPA’s claims systems electronically and it is prepared for further processing. At the same time, the TPA prepares an electronic acknowledgement which is transmitted back to the clearinghouse. This acknowledgement includes information about any rejected claims.

### **5.6.6 Electronic Claims Disposition**

Electronic Claim Acknowledgement: The TPA sends an electronic claim acknowledgement to the clearinghouse. This claims acknowledgement should be forwarded to the Provider as confirmation of all claims received by the TPA by the clearinghouse.

**NOTE:** If you are not receiving an electronic claim receipt from the clearinghouse, Providers are responsible for contacting their clearinghouse to request these.

Detailed Error Report: The electronic claim acknowledgement reports include a “reject report”, which identifies specific errors on non-accepted claims. Once the claims listed on the “reject report” are corrected, the Provider may resubmit these claims electronically through the clearinghouse. In the event claims errors cannot be resolved, Providers should submit claims on paper to the TPA at the address listed below.

**KPIC Self-Funded Plan Administrator  
PO Box 30547  
Salt Lake City, UT 84130-0547**

### **5.6.7 HIPAA Requirements**

All electronic claim submissions must adhere to all HIPAA requirements. The following websites (listed in alphabetical order) include additional information on HIPAA and

electronic loops and segments. If a Provider does not have internet access, HIPAA

Implementation Guides can be ordered by calling Washington Publishing Company (WPC) at **(301) 949-9740**.

**[www.dhhs.gov](http://www.dhhs.gov)   [www.wedi.org](http://www.wedi.org)   [www.wpc-edi.com](http://www.wpc-edi.com)**

## **5.7 Complete Claim**

A claim is considered complete when the following requirements are met:

- **Correct Form**: All professional claims should be submitted using preprinted red OCR CMS-1500 and all facility claims (or appropriate ancillary services) should be submitted using preprinted red OCR UB-04 based on CMS guidelines.
- **Standard Coding**: All fields should be completed using industry standard coding, including the use of ICD-10 code sets.
- **Applicable Attachments**: Attachments should be included in the submission when circumstances require additional information.
- **Completed Field Elements for CMS-1500 or UB-04**: All applicable data elements of CMS forms, including correct loops and segments on electronic submission, should be completed.

A claim is not considered to be complete or payable if one or more of the following are missing or are in dispute:

- The format used in the completion or submission of the claim is missing required fields or codes are not active
- The eligibility of a Member cannot be verified
- The service from and to dates are missing
- The rendering Provider information is missing, and or the applicable NPI is missing
- The billing Provider is missing, and/or the applicable NPI is missing
- The diagnosis is missing or invalid
- The place of service is missing or invalid, and/or the applicable NPI is missing
- The procedures/services are missing or invalid
- The amount billed is missing or invalid
- The number of units/quantity is missing or invalid
- The type of bill, when applicable, is missing or invalid
- The responsibility of another payor for all or part of the claim is not included or sent with the claim
- Other coverage has not been verified



- Additional information is required for processing such as COB information, operative report or medical notes (these will be requested upon denial or pending of claim)
- The claim was submitted fraudulently

**NOTE:** Failure to include all information will result in a delay in claim processing and payment and will be returned for any missing information. A claim missing any of the required information will not be considered a clean claim.

For further information and instruction on completing claims forms, please refer to the CMS website (<http://www.cms.hhs.gov>), where manuals for completing both the CMS-1500 and UB-04 can be found in the “Regulations and Guidance/Manuals” section.

## **5.8 Claims Submission Timeframes**

It is preferred claims for services provided to Members be submitted for payment within 90 calendar days of such service. However, all EDI or paper claims and encounter data must be sent to the appropriate address no later than 365 calendar days (or any longer period specified in your Agreement or required by law) after the date of service or date of discharge, as applicable, as a condition for payment.

If a Self-Funded plan is the secondary payor, any COB claims must be submitted for processing within the same standard claims submission timeframe, determined from the date of the primary payor's Explanation of Benefits (EOB), instead of from the date of service. For example, where the standard timeframe for claim submission is 365 calendar days from date of service, a COB claim must be submitted within 365 calendar days from the date of the primary payor's EOB.

Timely filing requirement for Self-Funded claim submission is based on Payor contract specifications and may vary from Payor to Payor (contract to contract). Please contact Self-Funded Customer Service **(866) 213-3062** to obtain Payor-specific information.

## **5.9 Proof of Timely Claims Submission**

Claims submitted for consideration or reconsideration of timely filing must be reviewed with information that indicates the claim was initially submitted within the appropriate time frames. The TPA will consider system generated documents that indicate the original date of claim submission and the payor to which the claim was submitted. Please note that hand-written or typed documentation is not acceptable proof of timely filing.

## **5.10 Claim Corrections**

A claim correction can be submitted via the following procedures:

- **Paper Claims**—Write “CORRECTED CLAIM” in the top (blank) portion of the CMS-1500 or UB-04 claim form. Attach a copy of the corresponding page of the EOP to each corrected claim. Mail the corrected claim(s) to the standard claims mailing address listed below.
- **Electronic Claims (CMS-1500)**—Corrections to CMS-1500 claims which were already accepted (regardless of whether these claims were submitted on paper or electronically) may be submitted electronically. Corrections submitted electronically may inadvertently be denied as a duplicate claim. If corrected claims for CMS-1500 are submitted electronically, Providers should contact Self-Funded Customer Service to identify the corrected claim electronic submission.
- **Electronic Claims (UB-04)**—Please include the appropriate Type of Bill code when electronically submitting a corrected UB-04 claim for processing. **IMPORTANT:** Claims submitted without the appropriate 3rd digit (xxX) in the “Type of Bill” code will be denied.

Additional specifications within Plan Sponsor contracts for Self-Funded products will supersede terms specified here.

## **5.11 Incorrect Claims Payments**

Please follow the following procedures when an incorrect (e.g., underpaid) payment is identified on the Explanation of Payment (EOP).

- Explain the error by calling Kaiser Permanente Insurance Company at **(866) 213-3062**.
- You may also explain the error by writing to:

**Kaiser Permanente Insurance Company  
PO Box 30547  
Salt Lake City, UT 84130-0547**

- Upon verification of the error, appropriate corrections will be made by the TPA.
- The underpayment amount owed will be added to/reflected in the next payment.
- Providers will be notified in writing of the overpayment amount. You may write a refund check to Kaiser Permanente Insurance Co. (KPIC) for the exact excess amount paid to you within the timeframe specified by the Agreement. Attach a copy of the EOP to your refund check, as well as a brief note explaining the error. Mail the refund check to:

**Kaiser Permanente Insurance Co.  
Attn: Claims Recovery Unit  
P.O. Box 741025  
Los Angeles, CA 90074-1025**

If an overpayment refund is not received by KPIC in accordance with the terms and timeframe specified by the Agreement, the overpayment amount will be automatically deducted from your next claim payment.

## **5.12 Federal Tax ID Number**

The Federal Tax ID Number as reported on any and all claim form(s) must match the information filed with the Internal Revenue Service (IRS).

When completing IRS Form W-9, please note the following:

- **Name**: This should be the Provider's "entity name," which is used to file tax forms with the IRS.
- **Sole Provider/Proprietor**: List your name, as registered with the IRS.
- **Group Practice/Facility**: List the "group" or "facility" name, as registered with the IRS.
- **Business Name**: Leave this field blank unless you have registered with the IRS as a "Doing Business As" (DBA) entity. If you are doing business under a different name, enter that name on the IRS Form W-9.
- **Address/City, State, Zip Code**: Enter the address where IRS Form 1099 should be mailed.
- **Taxpayer Identification Number (TIN)**: The number reported in this field (either the social security number or the employer identification number) **MUST** be used on all claims submitted.
  - **Sole Provider/Proprietor**: Enter the Provider's taxpayer identification number, which will usually be a social security number (SSN), unless the Provider has been assigned a unique employer identification number (because the Provider is "doing business as" an entity under a different name).
  - **Group Practice/Facility**: Enter the Provider's taxpayer identification number, which will usually be the Provider's unique employer identification number (EIN).

If you have any questions regarding the proper completion of IRS Form W-9, or the correct reporting of your Federal Taxpayer ID Number on your claim forms, please contact the IRS help line in your area or refer to the following website: <http://www.irs.gov/formspubs>.

## **5.13 Federal Tax ID Number Changes**

If your Federal Tax ID Number should change, please notify us immediately, so that appropriate corrections can be made to KP's files. The notification should include a copy of your W9 to support the requested change(s).

## **5.14 Self-Funded Member Cost Share**

Please verify applicable Member cost share at the time of service. Depending on the benefit plan, Members may be responsible to share some cost of the services provided. Co-payments, co-insurance and deductibles (collectively, “Cost Share”) are the fees a Member is responsible to pay a Provider for certain covered services. This information varies by plan. All Providers are responsible for collecting Cost Share in accordance with the Member’s benefits. Cost Share information can be obtained from:

<b>Option</b>	<b>Description</b>
#1	<p>Self-Funded Customer Service  <b>(866) 213-3062</b>                      Monday–Friday from 7 A.M. to 9 P.M. Eastern Time Zone (ET)                      (4 A.M. to 6 P.M. Pacific Time Zone (PT))</p> <p>Self-Service IVR System is available 24 hours / 7 days a week</p>
#2	<p>Self-Funded Plan Website  <b><a href="https://kpclaimservices.com">https://kpclaimservices.com</a></b>                      24 hours / 7 days a week</p>

## **5.15 Self-Funded Member Claims Inquiries**

Direct claims inquiries to Self-Funded Customer Service at **(866) 213-3062**.

## **5.16 Billing for Services Provided to Visiting Self-Funded Members**

When submitting claims for services rendered to a visiting Member, the following process should be followed. Reimbursement for services provided to visiting Members will reflect the visiting Member’s benefits:

- Claims must be submitted to the “Mail claims to” address on the back of the visiting Member’s Health Insurance ID Card.
- If the Member does not have their Health Insurance ID Card, submit your claims to:

**KPIC Self-Funded Claims Administration**  
**P. O. Box 30547**  
**Salt Lake City, UT 84130-0547**

Or Submit EDI Claims using Payer ID#94320

- **Always** use the visiting Member’s “Home” region MRN (ID number on the card) on the claim form

- Claims for services requiring prior KP authorization **must** include the authorization number

Please contact KPIC Self-Funded Customer Service at **(866) 213-3062** during the hours of 7:00 am to 9:00 pm EST.

## **5.17 Coding for Claims**

It is the Provider's responsibility to ensure that billing codes used on claims forms are current and accurate, that codes reflect the services provided and they compliant with KPIC's coding standards. Incorrect and invalid coding may result in delays in payment or denial of payment. All coding must follow KPIC's standards, including those specified in Section 5.18 below. Submitting claims that use nonstandard, outdated or deleted CPT, HCPCS, ICD-10, or Revenue codes, or are otherwise outside the coding standard adopted by KP will subject the claim to processing delay and/or rejection.

## **5.18 Coding Standards**

All fields should be completed using industry standard coding as outlined below.

### ICD-10

To code diagnoses and hospital procedures on inpatient claims, use the International Classification of Diseases- 10th Revision-Clinical Modification (ICD-10-CM) and International Classification of Diseases – 10<sup>th</sup> Revision – Procedure Coding System (ICD-10-PCS) developed by the Commission on Professional and Hospital Activities. ICD-10-CM codes appear as three-, four-, five-, six-, or seven-digit codes, depending on the specific disease or injury being described. ICD-10-PCS hospital inpatient procedure codes appear as seven-digit codes.

### CPT-4

The Physicians' Current Procedural Terminology, Fourth Edition (CPT) code set is a systematic listing and coding of procedures and services performed by Providers. CPT codes are developed by the American Medical Association (AMA). Each procedure code or service is identified with a five-digit code.

### HCPCS

The Healthcare Common Procedure Coding System (HCPCS) Level 2 identifies services and supplies. HCPCS Level 2 begin with letters A–V and are used to bill services such as, home medical equipment, ambulance, orthotics and prosthetics, drug codes and injections.

### Revenue Codes & Condition Codes

Consult your NUBC UB-04 Data Specifications Manual for a complete listing.

### NDC (National Drug Codes)

Prescribed drugs, maintained and distributed by the U.S. Department of Health and Human Services

ASA (American Society of Anesthesiologists)

Anesthesia services, the codes maintained and distributed by the American Society of Anesthesiologists

DSM-IV (American Psychiatric Services)

For psychiatric services, codes distributed by the American Psychiatric Association

## **5.19 Modifiers Used in Conjunction with CPT and HCPCS Codes**

Modifiers submitted with an appropriate procedure code further define and/or explain a service provided. Valid modifiers and their descriptions can be found in the most current CPT or HCPCS coding book.

When submitting claims, use modifiers to:

- Identify distinct or independent services performed on the same day
- Reflect services provided and documented in a Member's medical record

## **5.20 Modifier Review**

The TPA will review modifier usage based on CPT guidelines. Providers are required to use modifiers according to standards and codes set forth in CPT manuals.

KPIC reserves the right to review use of modifiers to ensure accuracy and appropriateness. Improper use of modifiers may cause claims to be pended and/or returned for correction.

Payor will not reimburse for any professional component of clinical diagnostic laboratory services, such as automated laboratory tests, billed with a Modifier 26, whether performed inside or outside of the hospital setting; provided that (consistent with CMS payment practices) reimbursement for such services, if any, is included in the payment to the applicable facility responsible for providing the laboratory services.

## **5.21 Coding Edit Rules**

The table below identifies common edit rules.

<b>Edit Category</b>	<b>Description</b>	<b>Self-Funded Edit</b>
Rebundling	Recoding a claim featuring two (2) or more component codes billed for a group of procedures which are covered by a single comprehensive code	Apply
Incidental	Procedure performed at the same time as a more complex primary procedure	Deny if procedure deemed to be incidental

<b>Edit Category</b>	<b>Description</b>	<b>Self-Funded Edit</b>
	Procedure is clinically integral component of a global service	Deny if procedure deemed to be incidental
	Procedure is needed to accomplish the primary procedure	Deny if procedure deemed to be incidental
Mutually Exclusive	Procedures that differ in technique or approach but lead to the same outcome	Deny procedure that is deemed to be mutually exclusive
Duplicate Procedures	Category I--Bilateral: Shown twice on submitted claim	Allow one procedure per date of service; second procedure denied
	Category II- Unilateral/Bilateral shown twice on submitted claim;	Allow only one procedure per date of service; second procedure denied
	Category III- Unilateral/single CPT shown twice	Replace with corresponding Bilateral or multiple code
	Category IV- Limited by date of service, lifetime or place of service	Allow/deny based on Plan's Allowable Limits
	Category V--Not addressed by Category I-IV	Pend for Review
Medical Visits/Pre- & Post-Op Visits	Based on Surgical Package guidelines; Audits across dates	Deny E&M services within Pre- and Post-op Timeframe
Cosmetic	Identifies procedures requiring review to determine if they were performed for cosmetic reasons only	Review for appropriateness and indication
Experimental	Codes defined by CMS and AMA in CPT and HCPCS manuals to be experimental	Pend for Review
Obsolete	Procedures no longer performed under prevailing medical standards	Review for appropriateness and indication

## **5.22 Do Not Bill Events (DNBE)**

Depending on the terms of your Agreement, you may not be compensated for Services directly related to any Do Not Bill Event (as defined below) and may be required to waive Member Cost Share associated with and hold Members harmless from any liability for Services directly related to any DNBE. KP expects you to report every DNBE as set forth in Section 8.4.5 of this Provider Manual. KP ASO will reduce compensation for Services

directly related to a DNBE when the value of such Services can be separately quantified in accordance with the applicable payment methodology. DNBE shall mean the following:

**In any care setting, the following surgical errors identified by CMS in its National Coverage Determination issued June 12, 2009<sup>2</sup> (SE):**

- Wrong surgery or invasive procedure<sup>3</sup> on patient
- Surgery or invasive procedure on wrong patient
- Surgery or invasive procedure on wrong body part

**Specifically, in an acute care hospital setting, the following hospital acquired conditions identified by CMS on August 19, 2008<sup>4</sup> (together, with RFO-HAC, as defined below (HACs)) if not present upon admission:**

- Intravascular air embolism
- Blood incompatibility (hemolytic reaction due to administration of ABO/HLA incompatible blood or blood products)
- Pressure ulcer (stage three or four)
- Falls and trauma (fracture, dislocation, intracranial injury, crushing injury, burn, electric shock)
- Catheter-associated urinary tract infection
- Vascular catheter-associated infection
- Manifestation of poor glycemic control (diabetic ketoacidosis, nonketotic hyperosmolar coma, hypoglycemic coma, secondary diabetes with ketoacidosis, secondary diabetes with hyperosmolarity)
- Surgical site infection, mediastinitis, following coronary artery bypass graft
- Surgical site infection following orthopedic procedures (spine, neck, shoulder, elbow)
- Surgical site infection following bariatric surgery for obesity (laparoscopic gastric bypass, gastroenterostomy, laparoscopic gastric restrictive surgery)

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<sup>2</sup> See, CMS Manual System, Department of Health and Human Services, Pub 100-03 Medicare National Coverage Determinations, Centers for Medicare and Medicaid Services, Transmittal 101, June 12, 2009 (<https://www.cms.gov/transmittals/downloads/R101NCD.pdf>).

<sup>3</sup> ‘Surgical and other invasive procedures’ is defined by CMS as “operative procedures in which skin or mucous membranes and connective tissue are incised or an instrument is introduced through a natural body orifice. ‘Invasive procedures’ include a “range of procedures from minimally invasive dermatological procedures (biopsy, excision, and deep cryotherapy for malignant lesions) to extensive multi-organ transplantation. They include all procedures described by the codes in the surgery section of the Current Procedural Terminology (CPT) and other invasive procedures such as percutaneous transluminal angioplasty and cardiac catheterization. They include minimally invasive procedures involving biopsies or placement of probes or catheters requiring the entry into a body cavity through needle or trocar.”

<sup>4</sup> See, 73 Federal Register 48433, pages 48471-48491 (August 19, 2008) (<http://edocket.access.gpo.gov/2008/pdf/E8-17914.pdf>; <https://www.cms.gov/HospitalAcqCond/Downloads/HACFactsheet.pdf>).



- Surgical site infection following Cardiac Implantable Electronic Device (CIED)
- Iatrogenic Pneumothorax with Venous Catheterization
- Deep vein thrombosis or pulmonary embolism following orthopedic procedures (total knee or hip replacement)
- Any new Medicare fee-for-service HAC later added by CMS

**In any care setting, the following HAC if not present on admission for inpatient services or if not present prior to provision of other Services (RFO-HAC):**

- Removal (if medically indicated) of foreign object retained after surgery

### **5.23 Claims for Do Not Bill Events**

You must submit Claims for Services directly related to a DNBE according to the following requirements and in accordance with the other terms of your Agreement and this Provider Manual related to Claims.

- **CMS 1500** – If you submit a CMS 1500 Claim (or its successor) for any inpatient or outpatient professional Services provided to a Member wherein a SE or RFO-HAC has occurred, you must include the applicable ICD-10 codes and modifiers as set forth in the following table and as otherwise required for the Medicare fee-for-service program.
- **UB-04** – If you submit a UB-04 Claim (or its successor) for inpatient or outpatient facility Services provided to a Member wherein a HAC (Including an RFO-HAC) has occurred, you must include the following information:
  - **DRG.** If, under the terms of your Agreement, such Services are reimbursed on a DRG basis, you must include the applicable ICD-10 codes, present on admission indicators, and modifiers as set forth in the following table and as otherwise required for the Medicare fee-for-service program.
  - **Other Payment Methodologies.** If, under the terms of your Agreement, such Services are reimbursed on a payment methodology other than a DRG and the terms of your Agreement state that you will not be compensated for Services directly related to a DNBE, you must split the Claim and submit both a Type of Bill (TOB) ‘110’ (no-pay bill) setting forth all Services directly related to the DNBE including the applicable ICD-10 codes, present on admission indicators, and modifiers as set forth in the following table and as otherwise required for the Medicare fee-for-service program, and a TOB ‘11X (with the exception of 110)’ setting forth all Covered Services not directly related to the DNBE.

Completion of the Present on Admission (POA) field is required on all primary and secondary diagnoses for inpatient Services for all bill types. Any condition labeled with a

POA indicator other than ‘Y’<sup>5</sup> shall be deemed hospital-acquired.<sup>6</sup> All claims must utilize the applicable HCPCS modifiers with the associated charges on all lines related to the surgical error, as applicable.

## **5.24 Coordination of Benefits (COB)**

Coordination of Benefits (COB) is a method for determining the order in which benefits are paid and the amounts which are payable when a Member is covered under more than one health benefit plan. It is intended to prevent duplication of benefits when an individual is covered by multiple health benefit plans providing benefits or services for medical or other care and treatment.

Providers are responsible for identifying the primary payor and for billing the appropriate party. If a Member’s KP plan is not the primary payor, then the claim should be submitted to the primary payor as determined via the process described below. If a Member’s Kaiser plan is the secondary payor, then the primary payor payment must be specified on the claim, and the appropriate primary payment information and patient responsibility included on the EDI claim submission. If the claim is submitted via paper, an Explanation of Payment (EOP) needs to be submitted as an attachment to the claim.

Providers are required to cooperate with the administration of COB, which may include, without limitation, seeking authorization from another payor (if authorization is required) and/or responding to requests for medical records.

### **5.24.1 How to Determine the Primary Payor**

Primary coverage is determined using the guidelines established under applicable law. Examples are:

- With respect to adults, the plan that covers an individual as an employee, subscriber, policy holder or retiree, but not as, a dependent, is the primary plan. The plan that covers the individual as a dependent is the secondary plan. If the adult is a Medicare beneficiary, then Centers for Medicare & Medicaid Services (CMS) Guidelines apply. CMS Guidelines may be found at:

<https://www.cms.gov/Medicare/Coordination-of-Benefits-and-Recovery/Coordination-of-Benefits-and-Recovery-Overview/Overview>

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<sup>5</sup> POA Indicators: ‘Y’ means diagnosis was present at time of inpatient admission, ‘N’ means diagnosis was not present at time of inpatient admission, ‘U’ means documentation insufficient to determine if condition present at time of inpatient admission, and ‘W’ means provider unable to clinically determine whether condition present at time of inpatient admission. Conditions that develop during an outpatient encounter, including emergency department, observation, or outpatient surgery, are deemed present on admission. However, if such an outpatient event causes, or increases the complexity or length of stay of, the immediate inpatient admission, the charges associated with the Services necessitated by the outpatient event may be denied.

<sup>6</sup> See, CMS Manual System, Department of Health and Human Services, Pub 100-04 Medicare Claims Processing, Centers for Medicare and Medicaid Services, Transmittal 1240, Change Request 5499, May 11, 2007 (<https://www.cms.gov/transmittals/downloads/R1240CP.pdf>).

- When a dependent child whose parents are married or are living together is covered by both parents' plans, the "birthday rule" applies. The payor for the parent whose birthday falls earlier in the calendar year (month and day) is the primary payor.

A commercial benefit plan is primary to Medicare Fee For Service or a Medicare Advantage plan when the Medicare beneficiary is covered by a Large Employer Group Health Plan (EGHP) as a result of their own current employment status, or a family member's current employment status when the CMS Working Aged or Disabled Beneficiaries provisions apply.

- Medicare Fee For Service or a Medicare Advantage plan is primary for beneficiaries who are covered by an EGHP and whose subscriber is a retiree of the EGHP when the CMS Working Aged or Disabled Beneficiaries provisions apply.

Medicare Fee For Service or a Medicare Advantage plan is primary to EGHP for individuals eligible for or entitled to Medicare benefits based on an End Stage Renal Disease (ESRD) after the first 30 months of dialysis treatment (the coordination period) as stipulated the Medicare Secondary Payer Provisions for ESRD Beneficiaries.

- In cases of work-related injuries, Workers Compensation is primary unless coverage for the injury has been denied
- In cases of services for injuries sustained in vehicle accidents or other types of accidents, primary payor status is determined on a jurisdictional basis. Submit the claim as if the benefit plan is the primary payor
- Please call or contact the Member Services Contact Center (MSCC) with any questions you may have about COB.

### **5.24.2 Description of COB Payment Methodology**

When a Self-Funded plan has been determined to be the secondary payor, the Self-Funded plan pays the difference, if any, between the payment by the primary payor and the amount which would have been paid if the Self-Funded plan was primary, less any amount for which the Member has financial responsibility. Please note that the primary payor payment must be specified on the claim, and an EOP needs to be submitted as an attachment to the claim.

### **5.24.3 COB Claims Submission Requirements and Procedures**

Whenever the Self-Funded plan is the SECONDARY payor, claims can be submitted EITHER electronically or on one of the standard paper claim forms:

#### Paper Claims

If the Self-Funded plan is the secondary payor, send the completed claim form with a copy of the corresponding EOP or Explanation of Medicare Benefits (EOMB)/Medicare

Summary Notice (MSN) from the primary payor attached to the paper claim to ensure efficient claims processing/adjudication. The TPA will not process a claim without an EOP or EOMB/MSN from the primary payor.

- CMS-1500 claim form: Complete Field 29 (Amount Paid)
- UB-04 claim form: Complete Field 54 (Prior Payments)

### Electronic Claims

If the Self-Funded plan is the secondary payor, send the completed electronic claim with the payment fields from the primary insurance carrier.

Summary Notice (MSN) from the primary payor attached to the paper claim to ensure efficient claims processing/adjudication. The TPA will not process a claim without an EOP or EOMB/MSN from the primary payor.

- 837P claim transaction: Enter Amount Paid
- 837I claim transaction: Enter Prior Payments

### **5.24.4 Direct Patient Billing**

Members may be billed only for Member Cost Share where applicable according to the Member's benefit coverage and your Agreement, which payments may be subject to an out-of-pocket maximum.

**The circumstances above are the only situations in which a Member can be billed directly for covered services.**

### **5.24.5 Third Party Liability (TPL)**

Unless and to the extent your Agreement expressly provides to the contrary, KP has the exclusive right of recovery for TPL claims. TPL for health care costs may arise from sickness or injury caused or alleged to be caused by a third party. In order to prevent duplicate payments for health care costs that are also paid by another responsible party, Providers are required to assist KP in identifying all potential TPL situations and to provide KP with information that supports KP's TPL inquiries.

KP may seek reimbursement from a Member's settlement or judgement due to injuries or illnesses caused by a third party. These activities are managed by our third party vendors, Optum.

### **5.24.6 First and Third Party Liability Definitions**

First Party Liability refers to situations in which the Member's own auto or other policy covers healthcare costs related to injuries or illnesses due to an accident, regardless of fault. In the event you receive a partial payment from an auto or other carrier which falls under the category of First

Party Liability (such as Med-Pay, Personal Injury Protection, etc.), please submit your claim and indicate the carrier name and amount paid with the Explanation of Benefits (EOB).

Third Party Liability refers to situations in which a third party's auto or other policy covers healthcare costs related to injuries or illness caused by or alleged to be caused by the third party.

Both definitions of alternate liability here shall be considered Third Part Liability (TPL) for the purposes of this Section 5.20.

### **5.24.7 Third Party Liability Guidelines**

Providers are required to assist and cooperate with KP's efforts to identify TPL situations by entering the following on the billing form as applicable:

- Carrier information in appropriate fields, along with payment information
- ICD-10 diagnosis data in appropriate fields

Accident-related claims codes (e.g., occurrence codes, condition codes, etc.) KP retains the right to investigate TPL recoveries through retrospective review of ICD-10 and CPT-4 codes from the billing forms where a possible TPL is indicated.

### **5.24.8 Workers' Compensation**

If a Member indicates that their illness or injury occurred while the Member was "on the job", you should do the following:

- Document that the Member indicates the illness or injury occurred "on the job" on the claim
- Complete applicable fields on the billing form indicating a work related injury
- Submit the claim to the Member's Workers' Compensation carrier/plan

If the Member's Workers' Compensation carrier/plan ultimately denies the Workers' Compensation claim, you may submit the claim for covered services to KP in the same manner as you submit other claims for services. You must also include a copy of the denial letter or Explanation of Payment from the Workers Compensation carrier

If you have received an authorization to provide such care to the Member, you should submit your claim to KP in the same manner as you submit other claims for services. Your Agreement may specify a different payment rate for these services.


### 5.24.9 Members Enrolled in Two KP Plans

Some Members may be enrolled under 2 separate plans offered through KP (dual coverage). In these situations, Providers need only submit ONE claim under the primary plan and send to either the TPA (for Self-Funded plan) or KP (for fully insured plan) depending on which plan is primary. KP and the TPA will coordinate available benefits.

### 5.24.10 COB Claims Submission Timeframes

If a Self-Funded plan is the secondary payor, any COB claims must be submitted for processing within the timely filing period according to the standard claims submission timeframe as specified in Section 5.8 of this Provider Manual. The determination is based on the date of the primary payor's EOB, instead of from the date of service.

### 5.25 EOP

 <b>KAISER PERMANENTE®</b> Kaiser Permanente Insurance Company PO BOX 30547 Salt Lake City, UT 84130-0547	[Redacted] [Redacted] [Redacted]	See Last Page for Explanation of Code	Provider #: [Redacted] Tax #: [Redacted] Date: 05/16/2017 Check#: [Redacted] 0 EDI Payer ID: 94320
Client ID: 00080001 Customer Service Number: 1-866-213-3062			

Patient Name Account #	Member ID # Claim #	Dates of Service	Code	Submitted Charges	Negotiated Discount	EXPL code	Non COVID Charges	Allowed Amount	Copay	Deductible	Con-ins	Total Benefit
[Redacted]	[Redacted]	03/28/2017	124	\$2,199.98	\$1,446.99	P9	\$0.00	\$752.99	\$250.00	\$0.00	\$0.00	\$502.99
		03/28/2017	124	\$4,400.02	\$2,894.01	EOP P9 EOP	\$0.00	\$1,506.01	\$0.00	\$0.00	\$0.00	\$1,506.01
<b>Claim Totals</b>				<b>\$6,600.00</b>	<b>\$4,341.00</b>		<b>\$0.00</b>	<b>\$2,259.00</b>	<b>\$250.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,009.00</b>
<b>Previous Claim Amount</b>				<b>\$0.00</b>				<b>Other Insurance Patient Responsibility</b>	<b>\$0.00</b>	<b>\$250.00</b>	<b>Payment to Provider Payment to Member</b>	<b>\$2,009.00 \$0.00</b>
											<b>Total Paid</b>	<b>\$2,009.00</b>

Code Descriptions

EOP Charges are priced according to the provider contract. Patient not responsible if charges are above contracted rate.  
 P9 Plan payment reduced by Patient's applicable copay amount

Depending on your plan, providers may have up to 365 days from date of service to submit a claim. Providers also have 365 days from claim process date to submit a written and complete Provider Dispute/Reconsideration form to challenge a claim determination. If multiple services are included in the provider's request for dispute/reconsideration, the latest date of action on the Claim/Explanation of Payment(s) (EOPs) will be used to start the clock. If additional information is needed, the clock is stopped and the provider will have 45 days from the date of request to provide the information before the clock is restarted.

If an audit shows a Provider owes reimbursement to the Plan Sponsor(s), the identified overpayment(s) will be offset against any money payments owed to the Provider, to the maximum extent permitted by Law.

## Provider Claims Payment Inquiries and Disputes

For disputes of claims payment and other payment inquiries, contact Kaiser Permanente Insurance Company at **(866) 213-3062**. Most questions regarding claim payments can be resolved quickly over the phone. The TPA will review the claim, to verify if the claim(s) was adjudicated correctly, according to the Member's benefits and the contracted rates. If the TPA determines the correct payment was made but you choose to pursue the matter as a payment dispute, please submit a written payment dispute to the Self-Funded Customer

Service department and provide detail of why you believe the payment was incorrect. Providers have up to 365 calendar days from the date of the TPA's claim processing to submit a payment dispute. Payment disputes must be submitted to:

**Kaiser Permanente Insurance Co.  
Attn: Provider Reconsideration  
P.O. Box 30547  
Salt Lake City, UT 84130-0537**