

# Railroad Medicare Top Medical Review Denials



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**Railroad Retirement Board  
Specialty Medicare Administrative Contractor (RRB SMAC)  
Provider Outreach and Education**

December 11, 2018



# Railroad Medicare Top Medical Review Denials



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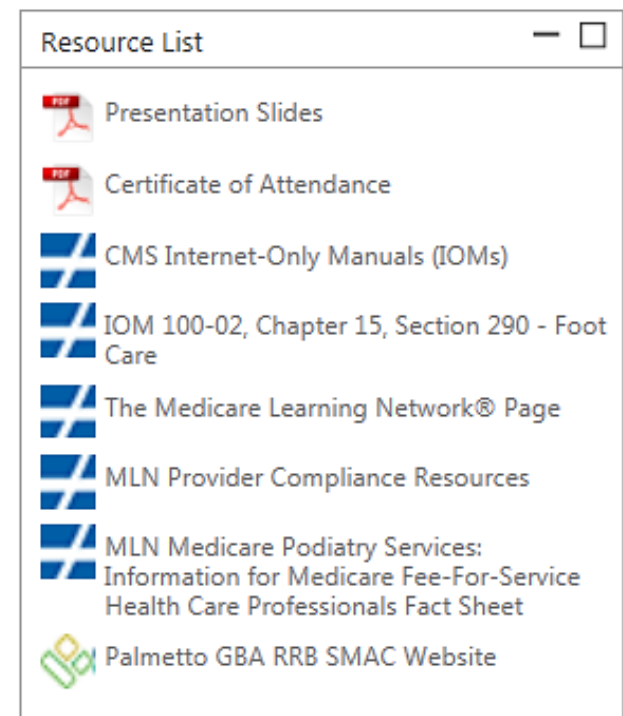
**Q&A**



**Survey**



**Resource List**



# Disclaimer

- The information provided in this presentation was current as of December 11, 2018. Any changes or new information superseding the information in this presentation will be provided in articles and resources with publication dates after December 11, 2018, posted on our website at [www.PalmettoGBA.com/RR](http://www.PalmettoGBA.com/RR). Medicare policy changes frequently so links to the source documents have been provided within the document for your reference.
- This presentation was prepared as a tool to assist providers and is not intended to grant rights or impose obligations. Although every reasonable effort has been made to assure the accuracy of the information within these pages, the ultimate responsibility for the correct submission of claims and response to any remittance advice lies with the provider of services.
- The Centers for Medicare & Medicaid Services (CMS) and the Railroad Retirement Board (RRB) employees, agents, and staff make no representation, warranty, or guarantee that this compilation of Medicare information is error-free and will bear no responsibility or liability for the results or consequences of the use of this guide .
- This publication is a general summary that explains certain aspects of the Medicare Program, but is not a legal document. The official Medicare Program provisions are contained in the relevant laws, regulations, and rulings.



# Frequently Used Acronyms

Acronym	Description
MBI	Medicare Beneficiary Identifier
CMS	Centers for Medicare & Medicaid Services
CPT	Current Procedural Terminology
HICN	Health Insurance Claim Number
IOM	Internet Only Manual
HCPCS	Healthcare Common Procedure Coding System
MLN	Medicare Learning Network
MR	Medical Review
RRB SMAC	Railroad Retirement Board Specialty Medicare Administrative Contractor
SSN	Social Security Number
TPE	Targeted Probe and Educate



# New Medicare Card Project

- Social Security Numbers (SSNs) must be removed from all Medicare cards by April 2019
- New randomly generated Medicare Beneficiary Identifier (MBI) will replace the SSN-based Health Insurance Claim Number (HICN) on new Medicare cards for transactions like billing, eligibility status, and claim status
- CMS New Medicare Card Overview Page  
<https://tinyurl.com/CMSNMCOverview>
- CMS New Medicare Card Provider Page  
<https://tinyurl.com/CMSNMCPProv>
- MLN Transition to New Medicare Numbers and Cards Fact Sheet  
<https://tinyurl.com/MLN909365>

**COMING IN 2018!**

New Medicare  
cards with  
new numbers.  
Are you ready?  
#NewCardNewNumber

**LEARN MORE**

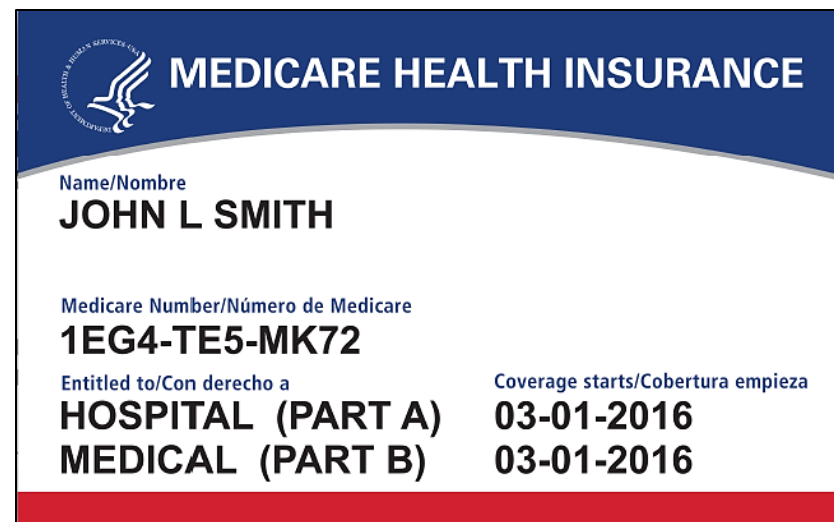
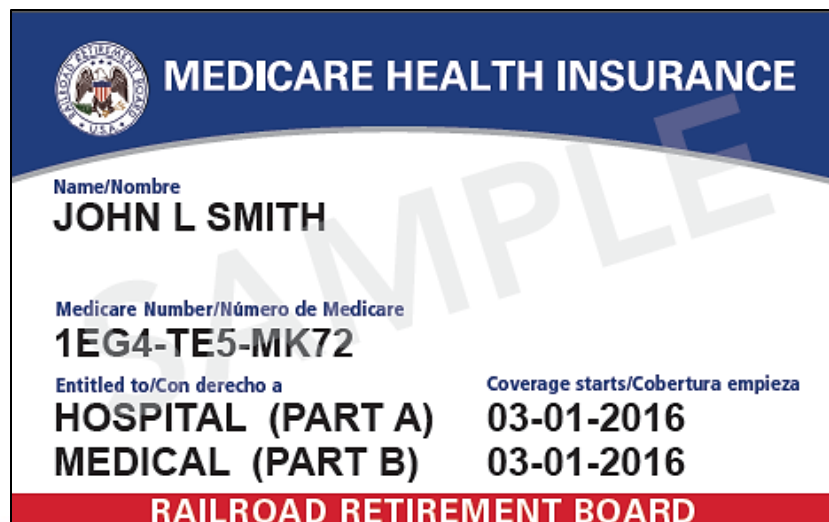
# New Medicare Cards with MBIs

**COMING IN 2018!**

New Medicare  
cards with  
new numbers.  
Are you ready?  
#NewCardNewNumber

[LEARN MORE](#)

- New Railroad Medicare cards were mailed in June 2018
- Railroad Medicare MBIs are not distinguishable from other MBIs
- Railroad Medicare cards are distinct with Railroad Retirement Board name and seal
- Electronic eligibility transaction response will identify Railroad Medicare patients



# New Medicare Card Project Timeline

- **April 2018**
  - CMS began mailing new Medicare cards to people with Medicare
  - All systems & processes able to accept MBI
  - Transition Period Started: Can use either the HICN or MBI for data exchanges
  - Began returning messages in HETS responses to show when new Medicare cards have been mailed to a specific patient and when a patient qualifies for Medicare through the RRB
- **June 2018**
  - Launched provider MBI look-up tool – **Now Available in our eServices Portal**
  - RRB mailed new Railroad Medicare cards
- **October 2018**
  - Return MBI on Remittance Advice
- **January 2020**
  - Transition Period Ends: Must use the MBI on data exchanges (some exceptions)





# Objectives

At the end of this presentation you will be familiar with:

- How Medical Review notifies you of a prepayment review request and of the review decision
- The Railroad Medicare Medical Review top ten denial reasons
- How to avoid those denials
- Resources to help you prepare for successful reviews



# Agenda

- Medical Review and Pre-pay Additional Documentation Requests
- Top 10 Denials and How to Avoid Them
- Ensuring Your Documentation Complies with Medicare Guidelines
- Resources
- Your Questions



# **MEDICAL REVIEW AND PREPAY ADDITIONAL DOCUMENTATION REQUESTS**



# RRB SMAC Medical Review Program Goals

- Protect the Medicare Trust Fund against inappropriate payments
- Reduce payment error rate
- Identify atypical billing patterns
- Perform claim reviews to ensure provider compliance
  - Prepay reviews
    - Service specific
    - Provider specific – Targeted Probe and Educate (TPE)
  - Postpay reviews
    - Provider Specific



# Additional Documentation Requests (ADRs)

## Prepay ADRs include:

- Reason your claim was selected for review
- What actions you need to take
- When you need to reply
- Consequences for not replying
- Instructions for replying
- SMAC contact information

## Prepay ADRs claim identification elements:

- Provider name and NPI
- Date of service
- CPT/HCPCS code
- Patient name
- Patient account number
- Encrypted MBI

See our article

‘Medical Review: Additional Documentation Requests (ADRs)’



# Decision and Education Letter

- Claim Review Decision and Education Letter
- Sent when claim under prepay review is denied by Medical Review
- Contains Granular Error Denial Table
- Explains reason for the medical review denial determination

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RAILROAD MEDICARE - RRB SPECIALTY MAC

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**MR Claim Review Decision and Education Letter**

Provider: [REDACTED]

Beneficiary Name: [REDACTED]  
Medicare Beneficiary: [REDACTED]  
Claim: [REDACTED]  
iFlow DCN: [REDACTED]

Dear Provider,

You are receiving this letter for educational purposes. Your claim was medically reviewed via an Additional Documentation Request (ADR) and denied because of the errors listed below for Part B services for Edit ID 1597.

The Granular Error Denial table details the reason for denial. The Granular Error Education table provides additional information.

Procedure Code	Date of Service	Granular Error Denial	Denial Code and Description
71020	03/01/2017	The documentation received does not contain a chest x-ray report.	NOCXR - The documentation received does not contain a chest x-ray report

For educational information regarding the above denials, please refer to the Palmetto GBA website as follows:


- [www.PalmettoGBA.com/RR](http://www.PalmettoGBA.com/RR)
- In the "SEARCH" box, enter a key word(s) associated with the denial reason (e.g. face to face). Click "Search"
- This will bring up any articles or education related to that topic

Under the "Education/Events" tab, you will find:

- ACT - Ask the Contractor Teleconferences
- Event Registration Portal
- Online Learning Catalog
- Webinars & Workshops

PS-005-C32814

A RRB-Contracted Specialty Medicare Administrative Contractor




# Decision and Education Letter Evaluation and Management (E/M)

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RAILROAD MEDICARE - RRB SPECIALTY MAC

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**MR Evaluation & Management Review Decision and Education Letter**

MD  
[REDACTED]

Provider: [REDACTED]

Beneficiary Name: [REDACTED]  
Medicare Beneficiary: XXXXXX [REDACTED]  
Date of Service: 03/07/2017  
Claim: [REDACTED]  
iFlow DCN: [REDACTED]

Dear Provider,

You are receiving this letter for educational purposes. Your claim was medically reviewed via an Additional Documentation Request (ADR) and processed based on medical review findings listed below for Part B services for Edit ID 1210. The information below represents the logic used to determine if we agree with the CPT code submitted on the claim based on the documentation you provided. An "X" to the left of the content indicates that credit was given for that element of the evaluation and management service.

**Medical Decision Making**

An "X" to the right represents score given for each examination area.

**Risk Assessment**

Presenting Problem	Minimal	Low	Moderate	High
Diagnostic Procedure	Minimal	Low	Moderate	High
Management Option	Minimal	Low	Moderate	High
Overall Risk	Minimal = 1	Low = 2	Moderate = 3	High = 4

**History Type**

HPI - 1995	Brief 1-3	Brief 1-3	Extended >=4	Extended >=4
HPI - 1997	Brief 1-3	Brief 1-3	Ext >=4 or status of 3	Ext >=4 or status of 3

- The decision and education letter for E/M codes may appear as shown here.
- The letter shows the results of E/M Review Checklist and Score Sheet Tool for levels of:
  - History
  - Exam
  - Medical Decision Making



# TOP 10 DENIALS





# Overall Top Denial Codes and Descriptions

Rank	Medical Review Code	Medical Review Code Description
1	Non-response	No Response to Additional Documentation Request
2	NODOC	Documentation requested for this date of service was not received or was incomplete
3	ISIGN	Information submitted contains an invalid/illegible provider signature
4	ILDOC	Information submitted deemed illegible
5	NOTMN	Payer deems the information submitted does not support medical necessity of services billed
6	BNSIG	Documentation received lacks the necessary beneficiary or authorized representative signature
7	NOORD	Documentation lacks the necessary provider order
8	BILER	Claim billed in error per provider
9	NOCXR	Documentation received lacks the necessary radiology report
10	ASAVA	Alternative services were available and should have been utilized

Reporting Period: July 1, 2018 through September 30, 2018



# Top 10 Denials – ASAVA (Ambulance)

## **#10 ASAVA – Alternative services were available and should have been utilized**

- The transport report must contain medical necessity information that shows the patient traveling by other means is contraindicated.
- In any case in which some means of transportation other than an ambulance could be used without endangering the individual's health, whether or not such other transportation is actually available, no payment may be made for ambulance services.



# Top 10 Denials – NOCXR (Radiology)

## **#9 NOCXR - Documentation received lacks the necessary radiology report**

- The interpretation of a diagnostic procedure includes a written report.
- It is important to include the radiology report because:
  - When the claim is for the technical portion, the report proves the service was rendered
  - When the claim is for the professional portion, the report is the documentation of the service being billed by the rendering provider



# Top 10 Denials – BILER (General)

## **#8 BILER - Claim billed in error per provider**

- ADR response received stating the claim was billed in error due to incorrect:
  - Date of Service
  - Billed/Rendering Provider
  - Service code billed
- To avoid this denial ensure billing and coding information submitted on claim matches the service performed before claim submission



# BILER (Evaluation and Management)

- Documentation submitted does not support the service was performed by the rendering provider on the claim due to:
  - Incomplete documentation to support incident-to service for outpatient/office visits
  - Incomplete documentation to support split/shared for in-patient visits
- Avoid this denial by ensuring:
  - Documentation submitted supports a face-to-face encounter
  - Documentation of a substantive portion of the E/M service by the MD as well as the NPP



# Top 10 Denials – NOORD (General)

## #7 NOORD – Documentation lacks the necessary provider order

- Signed provider orders, or signed progress notes that show intent to order, are required to be submitted as part of the documentation for all services that require a provider order as part of the service guidelines.
- Including services such as:
  - Radiology Diagnostic tests
  - Laboratory tests

Avoid this denial by:

- Following the CMS MLN ‘Complying with Documentation Requirements for Laboratory Services’ guidelines
  - Unsigned orders do not support medical necessity
  - Physicians/NPPs should sign all orders
  - Progress notes to support medical necessity must be signed or have and attestation statement from the ordering provider



# NOORD (Radiology)

- Radiology interpretation report was submitted without signed order or signed progress note to show intent to order from referring provider
- Avoid this denial by ensuring the order/intent to order is submitted with the documentation in response to an ADR

## Plan

- DEXA SCAN; Status:Active; Requested for:23May2017;
- US THYROID; Status:Complete; Done: 23May2017 11:01AM

Discussed with patient presentation, lab and radiology.

Recommend FNA and Bx with Afirma to the 4 cm complex left thyroid nodule.

I discussed with patient the expected results from FNA of the thyroid nodule/s with expected and percentage of possibilities including benign, malignant, insufficient and atypical or follicular neoplasm.

Ask patient to hold her baby aspirin for a week prior to FU visit. and restart it next day after the biopsy.

If TFTs refer to thyrotoxicosis, will change the plan.

Will get FT3, FT4, TSH, CMP, Phosphorus, PTH, Vit D, Mg

Will get DXA scan (including 33% radius)



# Top 10 Denials – BNSIG (Ambulance)

## #6 BNSIG - Documentation received lacks the necessary beneficiary or authorized representative signature

- This may occur when the submission contains:
  - Blank beneficiary signature form
  - Crew signature without receiving facility representative signature
  - Crew signature/ representative signature without documentation that patient is unable to sign for self
- Avoid this denial by:
  - Obtaining the beneficiary signature before submitting claim to Medicare
  - Ensure staff documents reason patient cannot sign ( ex: dementia, injury)
  - Obtain signature from receiving facility to support transport occurred

See 'Beneficiary Signature Requirements' article at  
[www.PalmettoGBA.com/RR](http://www.PalmettoGBA.com/RR)





# Top 10 Denials – NOTMN (General)

## **#5 NOTMN - Payer deems the information submitted does not support medical necessity of services billed**

- This denial is given when the review finds:
  - The service was found not medically necessary, or
  - Medical necessity of the service not supported by the submitted documentation
- Avoid this denial by:
  - Being familiar with Medicare coverage and documentation guidelines for the service billed
  - Submitting complete documentation to support medical necessity
- The amount of necessary clinical information needed to demonstrate that all coverage and coding requirements are met will vary depending on the item/service



# NOTMN (Ambulance)

- Documentation has elements of:
  - Transport destinations not covered (ER, EP)
  - A medical need for care by EMT/paramedic is not established
  - Hospital to hospital transports where services were available at the original hospital
- Avoid this denial by:
  - Being familiar with the Medicare service guidelines for the transport billed
  - Educating facilities and patients/families on coverage guidelines
  - Completing documentation to support medical necessity



# NOTMN (Evaluation and Management)

Evaluation and Management code or code level requirements were not met where specific levels of documentation are necessary for the elements of:

- History
- Exam
- Medical decision making

Avoid this denial by:

- Ensuring the documentation supports the CPT levels of:
  - History
  - Exam
  - Medical decision making
- Use the CMS definitions and guidance found in the MLN 'Evaluation and Management Services' guide



# NOTMN (Radiology)

Documentation missing the condition or symptoms that support medical necessity of the diagnostic test on at least one of:

- Provider order
- Clinical progress note of ordering provider
- Radiology Interpretative Report

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## Bone Density Tests

- Covered for specific conditions that place patients at risk for bone loss

Avoid this denial by including:

- Covered diagnosis
- Medical order or progress notes with reason for tests
- Radiology interpretive report

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## Chest X-Rays

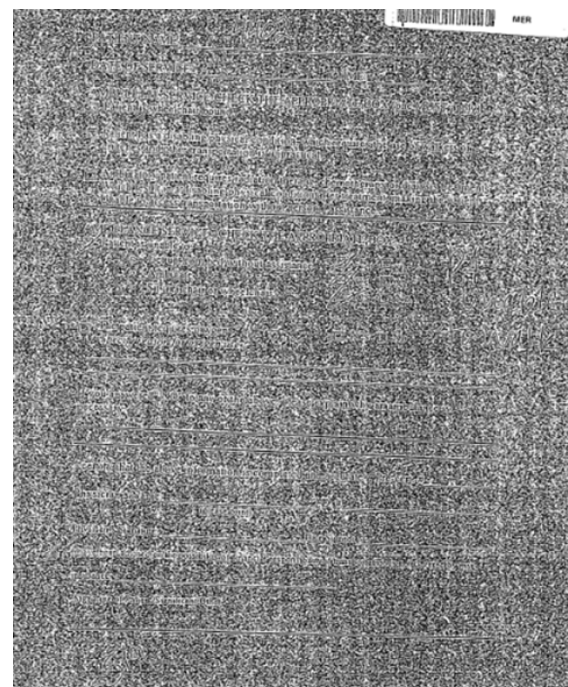
- Covered for diagnosis/treatment of medical condition



# Top 10 Denials – ILDOC (General)

## #4 ILDOC - Information submitted deemed illegible

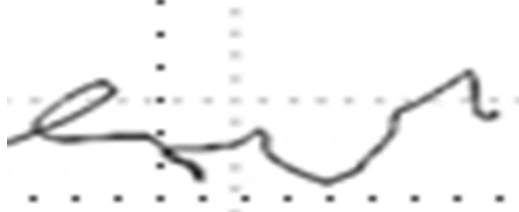
- Illegibility is usually due to:
  - Poor copy quality
  - Inscrutable handwriting
- To avoid this denial:
  - Consider uploading documentation through our eServices portal or by esMD
  - Utilize EHR when possible
  - Include a translation or transcribed notes in addition to copies of original document



# Top 10 Denials – ISIGN (General)

## #3 ISIGN – Invalid or Illegible provider signature

- Illegible signature:
  - Computer printed name that does not indicate ‘electronic signature’
  - Signature is a “squiggle” with no printed or typed version of the name



Avoid this denial by:

- Following signature requirements
- Medicare requires that services provided/ordered be authenticated by provider
- Include the practitioner’s first and last name
- We recommend you include your applicable credentials (e.g., P.A., D.O., or M.D.).



# Top 10 Denials – NODOC (General)

## #2 NODOC - Documentation requested for this date of service was not received or was incomplete

- **Does not mean a response to the ADR was not received**
- The documentation received was not the documentation requested
- The documentation received lacked all the required elements

To avoid this denial:

- Review the documentation requested in the ADR letter
- Make sure the documents you submit are for the correct:
  - Patient
  - Provider
  - Date of Service
  - Service



# NODOC (Ambulance)

## Insufficient documentation example

Included in response:

- Hospital registration face-sheet
- PCS signed by clinician
- Transport record for:
  - Same date-of-service different transport
  - Different date-of-service
  - Different patient

Missing from response:

- Runsheet for transport submitted in the claim

## Avoid this denial by:

- Submitting the documentation for the transport that matches the service requested
- Considering sending notes all runs for multiple same day transports
- Submitting other elements as required





# NODOC (Evaluation and Management)

- Frequently used when submitted documents lack a progress note for the date of service from the billing provider
- Submissions often consist of a note for a different:
  - Date of service
  - Patient
  - Provider
- Avoid this denial by submitting the progress note on the requested date-of-service, for the right patient, from the right provider



# NODOC (Radiology)

- Frequently used when submitted documents are missing multiple elements to support the radiology service.
- To avoid this denial the submitted documents should have the frequently missing elements including:
  - Order/Progress note with intent to order
  - Radiology interpretative report
  - Signature of ordering or reading provider



# Top Denial for All Services

## #1 Non-response

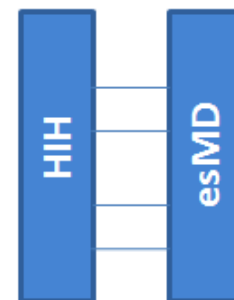
### No response to Additional Documentation Request

To avoid this denial:

- Respond promptly within 45 days. Claims automatically deny on the 46<sup>th</sup> day if a response is not received.
- Choose to electronically upload your response through our provider portal or through esMD, or respond by fax or by mail
- Keep your mailing address current with Railroad Medicare to ensure you are receiving all notices of pending reviews.



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eServices



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# **ENSURING YOUR DOCUMENTATION COMPLIES WITH MEDICARE GUIDELINES**



# Medicare Coverage - Medical Necessity

- “Medically necessary” is defined as “health-care services or supplies needed to prevent, diagnose, or treat an illness, injury, condition, disease, or its symptoms and that meet accepted standards of medicine.”
- The amount of necessary clinical information needed to demonstrate that all coverage and coding requirements are met will vary depending on the item/service.



# Supportive Documentation

- Make sure the documentation you submit contains the actual note for the billed service requested in the ADR
- Consider what adjunctive notes could support medical necessity (examples: labs, operative reports, etc.)
- Review and use checklists when compiling documentation



# Valid Signatures

Documentation must contain a valid provider signature

- Must include a legible form of the name and credentials
- Printed or typed names must be accompanied by initials or signature of provider
- Electronic signatures must indicate it is an electronic signature
- Signature examples

Name and Credentials	Signature	Initials
Victor Frankenstein, D.O.	<i>Dr. Victor Frankenstein</i>	<i>VF</i>
<u>Doogie Howser</u> , M.D.	<i>DOOGIE</i>	<i>DH</i>
Dr. John Doolittle	<i>[Handwritten signature]</i>	<i>[Handwritten signature]</i>



See 'Medicare Medical Records: Signature Requirements, Acceptable and Unacceptable Practices' article on [www.PalmettoGBA.com/RR](http://www.PalmettoGBA.com/RR)

# Documentation Tips for Evaluation and Management Services

Your records may need to include elements such as:

- History, physical exam and medication records
- Nurses notes and procedure notes
- Operative reports and pathology reports
- Physician's orders and progress notes
- Signatures/credentials of professionals
- Any other documentation deemed necessary to support medical necessity of services





# Documentation Tips for Ambulance Services

Your records need to include elements such as:

- Run sheets/Trip reports
- Provider Certification Statement (PCS), when appropriate
- Crew Signatures and Credentials
- Beneficiary Signatures
- Or otherwise acceptable individual's signature
  - See CFR 424.36 for a complete listing of individuals who can sign on behalf of the beneficiary



# Documentation Tips for Radiology Services

Your records may need to include elements such as:

- Orders
- Progress notes to support medical necessity
- Report of results
- Signatures



# Responding to an ADR the Right Way

Submit medical records that are for the:

- **Right beneficiary** – is the ADR for Jon Smith or Jon Smythe
- **Right date of service** – is the ADR for 2/07/18 or 7/02/18
- **Right service** – is the ADR for the E/M visit or the Dexa scan?
- **Right order** (or intent to order) – Is that the order for the DEXA or the Chest x-ray
- **Right results/ report** – Is that the result for the test in the ADR letter?
- **Right provider** – If you have multi-provider office, check that the documentation is for the service performed and signed by same rendering provider as in the claim and on the ADR letter.



# Your proactive approach...

We suggest:

- Use a tracking system or log for all medical record requests
  - Log in the request and note the due date
  - Review the request, pull the records
  - Use checklists available on the Palmetto GBA/RR website
- Review the records and authentication.
  - Ensure records support service billed
- Document in the log
  - When and what components of documentation were submitted
- Assign someone to track responses to submissions
  - Track denial trends based on the review findings
  - What are the frequent errors and how can they be address them



# RESOURCES



# CMS Internet-Only Manual Resources

- CMS IOM Publication 100-08, Medicare Program Integrity Manual
  - Chapter 1 – Overview of Medical Review (MR) and Benefit Integrity (BI) Programs
  - Chapter 3 – Verifying Potential Errors and Taking Corrective Actions
  - Chapter 6 – Medicare Contractor Medical Review Guidelines for Specific Services

<https://tinyurl.com/CMSIOMPIM>



# Medicare Learning Network® Resources



- The Medicare Learning Network® Page
  - <https://tinyurl.com/MLNPage>
- MLN National Provider Calls
  - National Provider Calls & Events page  
<https://tinyurl.com/MLNCalls-Webcasts>
- MLN Provider Compliance Resources
  - Complying with Medicare Signature Requirements
  - Complying with Medical Record Documentation Requirements
  - Complying with Documentation Requirements for Laboratory Services
  - Provider Compliance Tips for specific services  
<https://tinyurl.com/MLNProvCompliance>



# CMS Open Door Forums

- CMS sponsors regularly scheduled 'Open Door Forums' providing opportunities for live dialogue between CMS and the stakeholder community at large
- Subscribe to the Open Door Forum Mailing List to be notified when forums are scheduled or when new information is posted to the website
- CMS Open Door Forums page  
<https://tinyurl.com/OpenDoorForums>





# RRB SMAC Resources

## RRB Specialty MAC Providers

Part B Medicare Services for Railroad Beneficiaries Nationwide.

People with Railroad Medicare: Additional information is available for [Railroad Beneficiaries](#).



**Medicare Beneficiary Identifier (MBI) Look-up Tool:** Palmetto GBA's new Medicare Beneficiary Identifier (MBI) tool is now available in eServices for providers to obtain patients' MBI numbers. The MBI Look-up tool will only return an MBI if the new Medicare card has been mailed to avoid potential confusion if the MBI is used before the beneficiary receives their new Medicare card. For more information, [please read this article](#).

### Top Links

[Emergency and Disaster Instructions](#)

[Appeals](#)

[Claims Payment Issues Log](#)

[FDI](#)

[Medical Review](#)

[Overpayments and Recoupments](#)

[Provider Enrollment](#)

[View All Topics](#)

### Forms / Tools

[Railroad Medicare Forms](#)

[PTAN Lookup and Request Tool](#)

[eServices Portal](#)

[IVR Conversion Tool](#)

[Physician Fee Lookup](#)

[View All Tools](#)



#### eServices Security Updates: Effective September 9, 2018

CMS recently provided additional security requirements for Palmetto GBA's eServices portal. [Read more>>](#)



#### Using Railroad Medicare's online 'PTAN Lookup and Request Tool'

[Start Here](#)



#### Overpayment Letter Additional Information

- Right to Inspect Records Prior to Referral to Treasury
- Individual Debtors Filing a Joint Income Tax Return
- Debtors that Share a Tax Identification Number
- Federal Salary Offset
- Bankruptcy Petition



[www.PalmettoGBA.com/RR](http://www.PalmettoGBA.com/RR)



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# Checklists

## Claim Submission Cover Sheet: CPT Codes 11055-11056

CPT 11055 Definition: Paring or cutting of benign hyperkeratotic lesion, single lesion.

CPT 11056 Definition: Paring or cutting of benign hyperkeratotic lesion; 2-4 lesions.



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Medicare Administrative Contractor

Ensure that the  
• Beneficiary  
• Date of Service  
• Appropriate CPT code(s)  
• Appropriate Billing Code  
• Signature  
• Abbreviation

Medical Necessity  
caregiver will perform  
appropriate billing  
record supporting  
necessary medical  
services performed  
peers, and the re

Services that not  
• The cut  
• The trip  
• Other fee to maintain  
localized

This check list is  
medical record in  
and documentation

Documentation

- 1) Presence  
scrupulous  
According  
result in  
OR
- 2) In evaluate  
the evidence  
indicative  
pertinent

July 2018



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Medicare Administrative Contractor

## Responding to a Request for Ambulance Records

This check list is provided as a reminder of what to include when responding to a request for records. The documentation should include, but is not limited to:

A run sheet to document (separate for each transport):

- ☐ Name of beneficiary and date of service on all documentation
- ☐ Documentation legible and complete (including signature(s))
- ☐ Abbreviation key (if applicable)
- ☐ Identification of crew member and credentials
- ☐ Type of dispatch
- ☐ Reason for the transport
- ☐ Relevant history
- ☐ Assessment and clinical evaluations (A description of the patient's condition and functional status at time of transfer)
- ☐ Monitoring and procedures performed
- ☐ Beneficiary's response to treatment
- ☐ Point of pick up (place and address)
- ☐ Mileage associated with transport
- ☐ Any documentation supporting medical necessity
- ☐ Non-Emergent transports:
  - ☐ Documentation supporting bed confinement
  - ☐ Signed and dated Physician Certification Statement (must meet guidelines)
  - ☐ Documentation support why other methods of transportation are contraindicated for the beneficiary
- ☐ Beneficiary signature or signature of his or her representative
- ☐ Hospital to hospital transports: indicate the precise reason why the required services were not available at the first hospital (services not available at the first hospital, no beds available, etc.)



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Medicare Administrative Contractor

This checklist is provided  
but is not limited to:

- ☐ The signed physician  
provider's intent.
- ☐ Documentation of  
axial skeleton (such
- ☐ Documentation of

Female with es  
Individual with  
fracture  
Individual rece  
Individual with  
Monitoring res  
umentation sho  
A baseline scan  
A scan comple  
More than 3 m  
documentation  
Notes that are  
An abbreviation  
A signature att

Checklist is not inte  
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## Bone Density Checklist (CPT code 77080)

Beneficiary Name	
Date of Service	



A RRD-Contracted Specialty  
Medicare Administrative Contractor

## Claim Submission Cover Sheet: Chest X-ray Services

Beneficiary Name	
Date of Service	
ICN Number	
HIC Number	
Billing Code	
Billing Modifier	

Ensure that the following are easily identifiable within the documentation submitted.

- Beneficiary Name on all documentation
- Date of Service
- Appropriate CPT code(s) Billed
- Appropriate Modifier(s) Billed

To expedite the medical review process, please indicate the page number where the following information can be located within your claim documents.

Physician's Order or Documentation that Clearly Reflects the Ordering Provider's Intent	
Documentation of Rationale of Medical Necessity That Supports Billing Code	
Interpretation of the Services (Diagnostic Test Report) with appropriate signature	
Signature of Interpreting Physician (If different from ordering physician both must be present)	
Advance Beneficiary Notice of Noncoverage (ABN), if applicable	

### Important Notes:

Medical Necessity is evidenced not only by utilization of the appropriate billing CPT code and applicable CPT modifier, but also by clinical documentation in the patient's medical record supporting the diagnosis and necessity.

\*\*\* Medicare Part B covers X-rays ordered by a physician for the purpose of diagnosing a medical condition. Medicare does not cover X-rays ordered for preventive screening. No Medicare payment shall be made for items or services that are not reasonable and necessary for the diagnosis or treatment of the illness or injury or to improve the functioning of a malformed body member. \*\*\*

All submissions must include a physician's order. The physician's order must clearly document the intent/purpose for the test, order should specify a clear and valid the reason X-ray is required and supported by patient's medical history or medical examination, directional position (i.e., anterior, posterior), and the number of radiographic views to be obtained. An order does not have to be a separate, stand-alone document.

Examples of acceptable orders include but are not limited to

- a written and signed document from the treating physician, that is hand-delivered, faxed, mailed or emailed to the testing facility;
- a properly signed progress note; or
- a telephone call documented by the treating physician and testing facility in the patient's medical record.

CPT codes, descriptors and other data only are copyright 2012 American Medical Association (or such other date of publication of CPT). All Rights Reserved. Applicable FARS/DFARS apply.

June 2013




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# Evaluation and Management Services Checklist & Scoresheet Form


**PALMETTO GBA®**  
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Evaluation & Management Review  
 Checklist and Scoresheet Form

New Patient    Established Patient



## Basic Patient Information


\* E/M Service:

- ☐ Office Visit
- ☐ Subsequent Observation Care  
(Can only be used for billing DOS on or after 1/1/2011)
- ☐ Subsequent Hospital
- ☐ Subsequent Nursing Facility
- ☐ Home Visit
- ☐ Domiciliary/Rest Home Visit

\*Beneficiary's First Initial:

\*Beneficiary's Last Name:

Diagnosis:

\*DOS:   (e.g use date picker or format mm/dd/yyyy)

Chief Complaint:

### History Components

**History of Present Illness (HPI)**

☐ Location    ☐ Duration    ☐ Modifying Factors  
☐ Quality    ☐ Timing    ☐ Associated Signs & Symptoms  
☐ Severity    ☐ Context    ☐ Status of 3 or more chronic/inactive conditions

Comments:

**Review of Systems (ROS):**


☐ Constitutional    ☐ Respiratory    ☐ Integumentary (skin and/or breast)    ☐ Hematologic/Lymphatic  
☐ Symptoms (e.g., fever, weight loss)


### History Type

Determine History Type by answering History Component Information

HPI:

ROS:

 Update



## Physical Examination

**Body Areas:** Limited Examination ☐ Extended Examination ☐

☐ Head, incl Face    ☐ Abdomen    ☐ Right Upper Extremity  
☐ Neck    ☐ Back/Spine    ☐ Left Upper Extremity  
☐ Chest/Breasts/Axillae    ☐ Genitalia/Groin/Buttocks    ☐ Right Lower Extremity  
☐       ☐ Left Lower Extremity

Comments:

**Systems:** Limited Examination ☐ Extended Examination ☐

☐ Constitutional    ☐ Cardiovascular    ☐ Genitourinary    ☐ Neurologic  
☐ Eyes    ☐ Respiratory    ☐ Psychiatric    ☐ Musculoskeletal  
☐ Ears, nose, mouth & throat    ☐ Gastrointestinal    ☐ Skin    ☐ Hematologic/lymphatic/immun-

☐ Complete Examination of a Single Organ System

Specify Organ System:


Comments:

### Physical Examination

Determine the Physical Type by answering Physical Exam Info

Body Areas:

Systems:

 Update



# Top MR Denial Module

## Top 10 RRM Medical Review Denials

[Share Your Opinion](#) | [Resources](#)

The goal of Palmetto GBA's Railroad Retirement Board Specialty Medicare Administrative Contractor (RRB SMAC) medical review program is to ensure that payment is only made for services that meet all Medicare coverage, coding and medical necessity requirements.

Select the forward button below to view the 10 most common provider errors in the fourth fiscal quarter of 2018.

### ASAVA

Alternative services were available  
and should have been utilized

#10



Docu  
n

<https://tinyurl.com/TopMRDenialModule>



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# Visit [www.PalmettoGBA.com/RR](http://www.PalmettoGBA.com/RR)

- MLN articles from CMS
- Articles and FAQs by topic
- Self-Services Tools
- eServices Online Portal
- Redetermination Status Tool
- Quick Reference Guide
- Modifier Lookup
- MSP Lookup
- Reason/Remark Code Lookup



## Forms / Tools

### Medicare Forms

[PTAN Lookup and Request Tool](#) 

[eServices Portal](#) 

[IVR Conversion Tool](#) 

[Physician Fee Lookup](#) 

[View All Tools](#)



# eServices Portal



PALMETTO GBA®  
eServices

## Look up

- Claim Status
- Patient Eligibility and Medicare Beneficiary Identifier (MBI)
- Remittance Advice

## Submit

- First Level Appeals, Clerical Error Reopenings, General Inquiries
- Documentation for MR Additional Documentation Requests
- eCheck Overpayment Refunds and eOffset Requests
- Paperless eClaims

## Receive

- Greenmail Notification of Pending Prepay MR ADR Requests
- Greenmail eDelivery of Medical Review and Appeals Decision Letters
- Greenmail eDelivery of General Inquiry Responses



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# Respond to ADRs in eServices



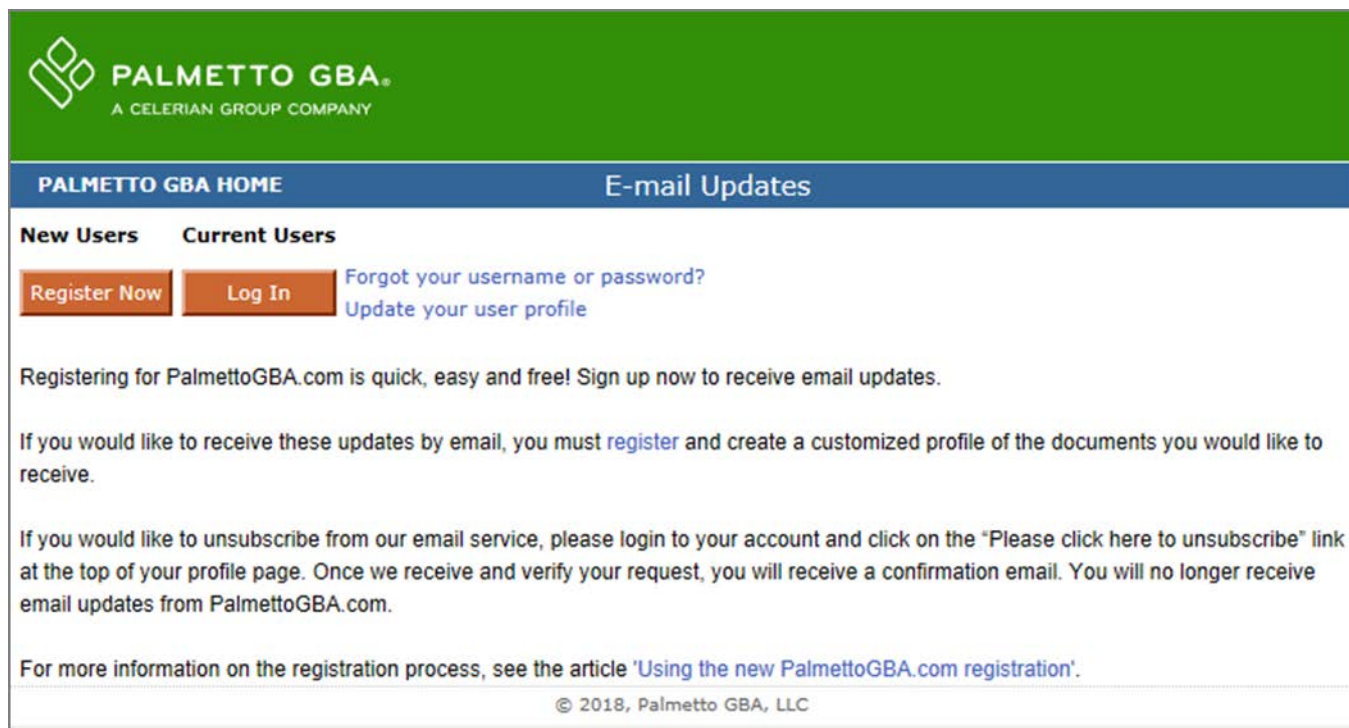
- Respond to Medical Review ADRs through eServices using the MR ADR Response secure eForm
- Attach an unlimited number of PDF files to each form. Each attachment can be up to 40 MB. The total size of all attachments on each ADR eForm can be no more than 150 MB
- Track submission of your ADRs
- Must have an Electronic Data Interchange (EDI) Enrollment Agreement on file with Palmetto GBA Railroad Medicare
- Enroll for eServices at [www.PalmettoGBA.com/eServices](http://www.PalmettoGBA.com/eServices)



# Stay Connected With Us...

- Join our listserv at [www.PalmettoGBA.com/RR](http://www.PalmettoGBA.com/RR)
- Choose 'Register Now' and select the topics you want to receive updates on
- Facebook
- Twitter
- YouTube
- LinkedIn
- eChat

#Stay  
Connected





# Railroad Medicare Contacts

## RAILROAD MEDICARE RESOURCES

**Railroad  
Medicare  
Homepage**

[www.PalmettoGBA.com/RR](http://www.PalmettoGBA.com/RR)

**Palmetto  
GBA  
Listserv**

[www.PalmettoGBA.com/RR](http://www.PalmettoGBA.com/RR)

Select 'Listservs' from top tool bar

**Contact Us  
By Email**

[Medicare.Railroad@PalmettoGBA.com](mailto:Medicare.Railroad@PalmettoGBA.com)

**eServices  
Portal**

[www.PalmettoGBA.com/eServices](http://www.PalmettoGBA.com/eServices)

**CMS  
Listserv**

<https://tinyurl.com/CMSEmailUpdates>

**Interactive Voice  
Response (IVR) System**

**877-288-7600**

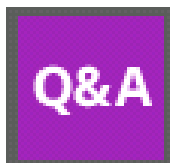
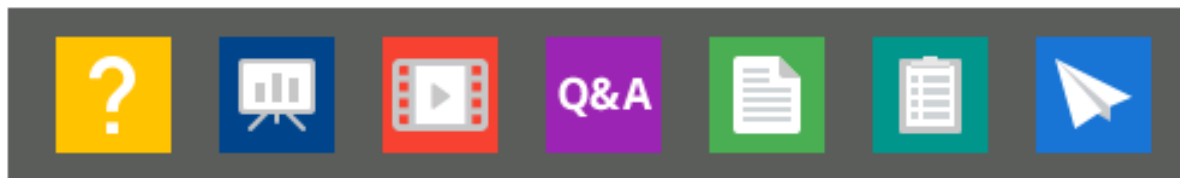
**Provider Contact Center  
EDI / eServices  
Telephone Reopenings  
Provider Enrollment**

**888-355-9165**

**Palmetto GBA  
Railroad Medicare  
PO Box 10066  
Augusta, GA 30999**



# Questions?



**Q&A Widget**



**Survey Widget - Please take our short survey.  
We appreciate your feedback.**



**Resource Widget**

# Thank you!

Questions about this webcast?

Provider Contact Center  
1-888-355-9165

[Medicare.Railroad@PalmettoGBA.com](mailto:Medicare.Railroad@PalmettoGBA.com)

