

	Department: Corporate Compliance	Policy No.: 301
	TITLE: GENERAL CODING AND BILLING	
Effective Date: 1/1/15	Revised: 11/12/15	

GENERAL CODING AND BILLING

SCOPE:

All Ascension At Home, LLC colleagues associated with the billing and coding process in anyway. For purposes of this policy, all references to “colleague” or “colleagues” include temporary, part-time and full-time associates, independent contractors, clinicians, officers and directors.

PURPOSE:

To outline the general billing and coding policies to be followed by Ascension At Home, LLC and its subsidiaries’ (the “Company”) billing entities.

POLICY:

This Policy contains the general policies and procedures that direct the billing and coding entity’s efforts towards compliance. Additionally, each billing entity shall maintain its own Training Manuals and Billing and Coding Procedure Manuals. All individuals responsible for revising and implementing the policies and procedures contained in other manuals must ensure that these revisions are reflected appropriately in this policy. If any inconsistencies exist between other manuals and this policy, then the Policy in this Program governs.

The Company and its colleagues will comply with all laws pertaining to the billing of Medicaid, Medicare, and other federal claims, as well as the guidelines and requirements of private payors.

PROCEDURE:

- To enhance communication and understanding of the standards of billing, each billing entity’s Director will serve as liaison to the Company’s Chief Compliance Officer. The liaison will serve as focal point for compliance-related communications and work closely with the department's staff to achieve regulatory compliance. Questions regarding billable services should be directed to the colleague’s supervisor, manager or the Company’s Chief Compliance Officer for clarification prior to entering a charge and submitting a claim.

All bills for provider services must be appropriately coded to support the level of documentation in the medical record and the claim must be submitted in the name of the correct provider.

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Coders are responsible for assigning or approving the appropriate codes for each treatment or service furnished by a provider.

- A current ICD code is required for each service rendered by a provider to a patient to reflect medical necessity of the service/procedure. Coders are accountable for selecting the appropriate diagnosis and should sequence the diagnosis, condition, problem, complaint or other reason responsible for the encounter. If unsure of the appropriate ICD code, questions should be directed to their manager.
- It is the policy of the Company to use the current and proper ICD, CPT, Revenue Codes or HIPPS codes for services documented in the medical record and reflect the appropriate provider of services.
- All departments and individuals shall comply with the Company's billing and coding policies, and interpretations different from or actions inconsistent with this policy are prohibited. Due to the dynamic changes, intricacies and possible misinterpretations of billing standards, all billing and coding personnel must ensure consistency with policies or legal requirements regarding billing. Additionally, there are specific billing and coding policies relating to high-risk areas for the industry in which the Company does business.
- Supervisors shall recommend and implement discipline for any individuals who do not exercise the quality standards required. Supervisors will follow the Disciplinary Action Policy included in this Program.