

REGISTRATION ALERT

Volume 3, Issue 2

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For those who do Registration

Salutations and Commendations!

A big tip of the hat goes to the following registrars who have maintained a consistently high accuracy rate for the previous month! Be sure to give these fellow employees a round of applause, especially if they work in your area!

Salonica Gray, Central Admissions
Ruthie Day Lewis, ED Admissions
Rosie Shelton, CWC
Terri Fluckey, Internal Medicine
Pat Standridge, Internal Medicine
Naomi Davis, MONC
Joann Conley, Occupational Therapy
Evonn Ford, ACRC 6th floor

We also want to recognize those who have made tremendous improvement in the past month. Great job! Keep up the good work!

Amy Moore, Dermatology
Lisa House, UPMG/GI
Carla Elmore, UPMG/GI
Christina Martin, UWHC
Corey Wright, Hosp. Radiology
Allyson Zorn, Hosp. Radiology
Felicia Reed, MONC
Vivian Bonds, MONC
Ebonie Early, Hosp. Radiology
Josephine Jones, Hosp. Radiology
Sunny Allen, LONC
Kim Thompson, Central Admissions

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Location Code Change

Sherry Blackwell, IT/Patient Management

The location code for Blood Bank, BB, will be inactivated, and a new code, CTA, will be used for Apheresis.

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Did you know. . .



How important the **Financial Class** is? The Financial Class is the key driver as to when a patient receives a statement and/or other collection activity. Correct assignment of the Financial Class and Insurance Plan Code will insure an account flows correctly through the entire billing and collection process.

AR Dept. of Corrections

Janet Beasley / Revenue Integrity Specialists

There are two relatively new correctional facilities in Newport, AR. The McPherson Correctional Facility houses 600 females, and the Grimes Correctional Facility houses 600 young male inmates. For patients from these units, you should use **CPI #010745659** (AR Dept. of Corrections) as the guarantor, and the corresponding Insurance Plan code **A63**.

The Mail Claim to addresses are as follows:

McPherson Correctional Fac.	Grimes Correctional Fac.
PO Box 1058	PO Box 1058
Newport, AR 72112	Newport, AR 72112

If you have any questions, contact your Revenue Integrity Specialist.

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United Healthcare Web Site

Anita Allaben

United HealthCare has a new website that may be accessed to obtain member eligibility. The web site is:

www.unitedhealthcare.com

and does require an ID and password to access the information. Managers, please call Anita Allaben directly at 614-2124 to get the ID and password for UAMS. Remember this is access to confidential patient information; please use discretion in determining who should use this access.

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BCBS Card ID Tips

Revenue Integrity Specialists

Blue Cross has many different card IDs and logos. There are a few, however, that we can specifically say, "This one is our insurance plan code B75" or "plan code B20" or "B22." Here is what you need to look for:

<i>ID # begins: :</i>	<i>Plan code</i>	<i>Group:</i>	<i>Ins. Type:</i>
XCS	B75	School group	BC
XCM	B20	Medipak Standard	Comm
XCM	B22	Medipak Plus	Comm

Hope this information helps!

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More HIPAA Information

Karen Lamoreaux

From the HIPAA (Health Insurance Portability and Accountability Act) Privacy Staff Trainer Newsletter:

"The HIPAA privacy regulations impose tough new restrictions on the use and disclosure of protected health information (PHI) by health care organizations and their employees... The HIPAA privacy regulations define PHI as health information that is individually identifiable and created or received by a health care organization...Penalties include:

- Federal fines of \$100 per accidental violation
- A maximum fine of up to \$250,000 for malicious violations; and
- federal prison sentences of up to 10 years for selling PHI or using it to harm someone
- In addition, your organization must have its own policies on improper disclosure and use of PHI by employees, and those policies could include disciplinary action as severe as termination.

Six Rules for Identifying PHI:

1. PHI can be written or oral
2. PHI can be recorded on paper, computer or other media
3. Information that reveals the state of a person's health can be PHI
4. Health information must be "individually identifiable"
5. Health information can be "Individually identifiable and therefore PHI, if it gives a reasonable basis for determining a person's identity
6. Health information can be PHI whether your organization creates or receives it."

Now, see how you do on the *Trivia Time!* quiz!

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Attendance in OSCAR

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At the end of each day, OSCAR users MUST complete Attendance (a.k.a. "No Shows"). Failure to document No Shows by using the Attendance function in OSCAR creates Open Encounters, which seriously impact back-end coding and billing. Furthermore, the failure to complete Attendance also affects the Patient Visit Statistics, which are very important to various areas on the UAMS campus. If you'd like more information on this issue, or if you need guidance on how to complete Attendance, please contact your Revenue Integrity Specialist, or the Clinical Computer Training Center (686-8966).

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ARKids

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Whenever you encounter the Aid Category Description: "01 ARKids B", AND Aid Category Code: "01" in a PES/EDS printout for a Medicaid patient, please make sure you are using Insurance Plan Code X30. This Plan Code is created specifically for ARKids B. ARKids B may require cost share, that regular Medicaid Plan Code A30 does not require.

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Prof. Master Code Changes

Revenue Integrity Specialists

The description for Professional Master ID #052334 will be changing from "No PCP in Prof Master" to "Not Listed in Prof Master." There was evidently some confusion as to which code should be used when the *Referring* Physician could not be located in our system. Use #052334 for either PCP or Referring physician when they do not exist in our system, but be sure to submit the Professional Master Update Form when you do.

The "Self, Referral" code #000001 will be deactivated. There is another code, #099998, that should be used for any type of self referral.

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Trivia Time!

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During a scheduled visit to her Dermatologist, Patient A informs the receptionist that she has changed jobs. In the conversation that follows, the receptionist comments that the office has another patient who works at the same company as Patient A and that the patients rides a motorcycle. The receptionist doesn't disclose anything about the other patient's visits to the dermatologist, but Patient A recognizes the other patient as her coworker. Did the receptionist disclose PHI?

- a. No, because the receptionist didn't disclose the identity of the patient
- b. No, because even if patient A could guess Patient B's identity, the receptionist didn't disclose any specific health information about Patient B
- c. Yes, because the receptionist disclosed enough information for patient A to guess patient B's identity and determine something about patient B's past, present or future health condition
- d. Yes, because the receptionist disclosed enough information for Patient A to guess Patient B's identity, and the fact that Patient B rides a motorcycle is health information

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Answer = C.