## **CATEGORY: CHARGES ~ TASK: Skilled Nursing Cases**

**Cases** allow information to be used for repeated charges on a patient.

Use the following workflow when the claim needs to go to a Skilled Nursing Facility (SNF) instead of the patient's insurance in order for the SNF to pay the practice directly.

• In the Insurance Library create an 'Insurance' with name: Skilled Nursing Facility

Modify Insuran	ice				Insur
Insurance ID 307	Type Insurance Compar	<u>A</u> ctive 1y ▼ 🕑 (?)	A <u>b</u> breviation (?) SNF	Insurance Nan SKILLED NU	ne JRSING FACILITY
Claims Payer ID(? PRINT	) E <u>R</u> A Payer ID (?	) Eligi	bility Payer ID (?)	Clai <u>m</u> Status P	ayer ID ERA Ma <u>n</u> a P SYSTEN
Claim Filing Indicat	tor (?) MERCIAL INSURAN	ICE CO.			- (
Primary Form Type		Sec <u>o</u> ndary l	Form Type	Tertia	ary Form Type
HCFA	•	HCFA		HCI	FA _
Billing Gro <u>u</u> p	Reporting Group IC - SELECT - V	:D10 Acti <u>v</u> e D 0/01/2015	ate Print Address	on <u>H</u> CFA (?) A	ccount Number Li
Address Info					
tiress	2004		hand have		

 On the patient create an Insurance Profile with the SNF insurance

Insurance N	lanagement			Patient: <u>10009</u>	Name: <u>DYLAN, BOBBIE</u>	
Insurance Profiles   Add New Insurance Profile   Add Self Pay Profile						
Status	Encounters	Created	Primary		Secondary	
× Default	<u>0</u>	01/17/2018	MEDICARE [109] Policy: 03984093480948 Group:	AARP [137] ( Policy: 9999	800) 523-5800 99999999999 Group:	
Active	<u>0</u>	01/17/2018	SKILLED NU [307] Policy: XXXX Group:			

1. Add a Case, use a custom Case 'Type' to indicate Skilled Nursing (instructions below on adding a new Case Type).

Add/Modify Case	P	atient: <u>10009</u>
Case 1	De <u>s</u> cription	<u>A</u> ctive Defa <u>u</u> lt
SKILLED NURSING FACILITY [SNF] V	SNF - SEND TO NURSING HOME HILLS	<b>v</b>
Insurance Profile SKILLED NU / PATIENT (DEFAULT) [No	Effective - No Expiration]	

2. On the Appointment choose the Case for SNF

Add/Modify A	ppointment	MAIN
Date: 01/17/201	o lime: US-DUAM Facility:	MAIN
Appointment		
Person V:	11812	P
Type:	AP Duration (Min):	10
Z Case:	SNF - SEND TO NURSING HOMI V	Edit
Authorization:	- SELECT -	Edit
Referring:		₽
Referral Reason:		)
Reason:		
Note:	patient came by ambulance from snf	)

3. On the Charge choose the SNF Case

Patient: <u>10009</u> Nan
I M
: 1 Linked (?)
E - SELECT -
SKILLED NU (XXXX) / PATIENT [No E
)

## How to add a new Case 'Type'

- 1. In the Case 'Type' dropdown > Choose 'Manage'
- 2. [ADD]
- 3. Add a Code and Description > [SAVE]

Add/Modify Case		
Case	Lookup Items	Code Type
- MANAGE - 1	Filter Criteria <u>C</u> lear	
- SELECT -		Conption
Case Facts/Charge Defau Cause	Add Looku	p Item
- SELECT - V 2 Facility Assig	3 Code:	SNF
	₩ vescription:	SKILLED NURSING FACILITY
Diagnosis/Charge Defaul	Save Save	e [F2] Cancel