



**Health Care Agency
Behavioral Health Services
Policies and Procedures**

Section Name: Administration
Subsection: Billing & Reimbursement
Section Number: 04.02.03
Policy Status: New Revised

Chief of Operations
Behavioral Health Services

SIGNATURE

DATE APPROVED

SUBJECT:

Review of Medicare Billing Prior to Submission

PURPOSE:

To ensure a process of review that facilitates the detection, correction and prevention of billing improprieties. The Medical Billing Unit and Behavioral Health Services outpatient clinic supervisors will review all Medicare billings prior to submission for payment.

SCOPE:

Behavioral Health Services (BHS) staff who participate in the process of preparing, processing, or submitting bills to Medicare or other 3rd party payors.

REFERENCES:

BHS P&P # 05.01.02 [Use and Flow of the Encounter Document:](http://intranet/docs/bhs/p&p/05.01.02.pdf)
<http://intranet/docs/bhs/p&p/05.01.02.pdf>

PROCEDURE:

- I. The billing of 100% of all Medicare or Medicare/Medi-Cal eligible services provided to BHS consumers shall be reviewed prior to submission of the bills to a payor. This was determined by agreement of the Health Care Agency (HCA) Compliance Officer and the BHS Deputy Agency Director. The Review Team includes outpatient clinic supervisors and the Medical Billing Unit (MBU).
- II. There are two primary levels of review that occur before Medicare or Medicare/Medi-Cal bill will be submitted.
 - A. Office Support is responsible to review the Encounter Document (ED) to ensure that all required fields are completed. Incomplete documents shall be returned to the provider for completion.
 - B. All certified coders through the Medical Billing Unit are responsible to review the ED and related documentation. Possible problems shall be reviewed with the provider and/or Service Chief. If changes are required, the provider shall make

the changes before the claim is approved for billing. Problems shall be logged for aggregate system review to determine if additional individual or system wide training is needed.