

Coding Reference Materials

Some coding reference materials

- CPT and CPT Assistant
- HCPCS
- ICD-10 CM
- ICD-10 PCS
- CDT
- DSM
- Publications or training specific to your specialty.



“If it isn’t documented, it didn’t happen.”



Maintain records which demonstrate the extent, nature and medical necessity of services provided [\[ARM 37.85.414\]](#)

DOCUMENT!

DOCUMENT!

DOCUMENT!

DOCUMENT!



Record Keeping Tips

Records cannot be altered and must reflect the services provided. If a record needs to be corrected, a provider should...

- **For Written Documentation:**
 - Cross out with a single line
 - Write correct information
 - Date and initial the correction
- **For Electronic Health Records:**
 - Add an addendum to the note/documentation indicating what's incorrect and what's correct
 - Date and initial the correction



Record Keeping Tips

- Providers must have a contingency plan to ensure the availability of documentation in the event of a loss of medical records.

[ARM 37.85.414]

- Providers must obtain **written** authorization from the Department for any variation from the usual billing practice.

[ARM 37.85.412 and 37.85.413]



Provider Responsibility

It is the *responsibility of the provider* to be knowledgeable about sections of the Administrative Rules that relate to their provider type, provider policies and covered services.

In addition, providers are encouraged to ensure their employees are not listed on the federal exclusion databases.

Special Advisory <http://oig.hhs.gov/exclusions/advisories.asp>

- DOLI (<http://app.mt.gov/lookup/index.html>)
- LEIE (<http://exclusions.oig.hhs.gov/>)
- SAM (<https://www.sam.gov>)





Select one of the links below to begin your search:

[Nurses Aides](#)

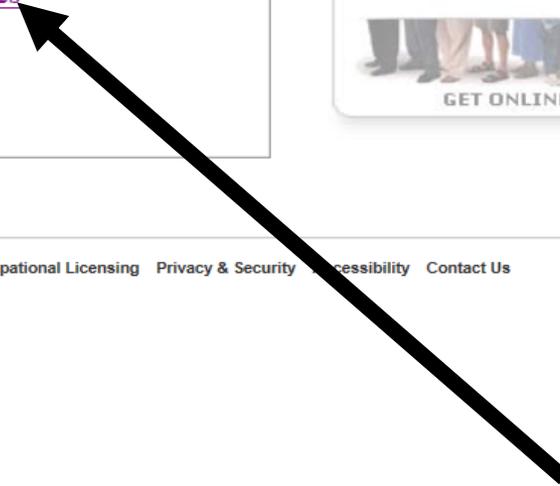
[Healthcare and Occupational Licensees](#)

[Construction Licensees](#)

PEOPLE WHO USE THIS SERVICE ALSO USE:

- **Corporate Records**
Download Business Entity Information
- **Registered Principals Search**
Search for officers/directors of a business
- **Certified Copies**
Order certified documents from SOS

GET ONLINE, NOT IN LINE



▶ TRY THE DEMO



NEW! Watch a video to learn how to file an online license application.
*Video with optional closed captioning

Advanced Search

Search for Licensee

Enter information below to search for Licensees in the State's database. Licensee information can be searched by entering any of the following information:

- Name
- Business Name
- License Number
- City/State

[Instructions](#) [Search Tips](#) [Status Definitions](#)

ATTENTION:

The Board of Nursing is currently transitioning to the National Licensure Compact which takes effect Oct 1, 2015. On that date, all current RN and LPN licensees who live in a compact state will no longer have an active license in MT, but will have a privilege to practice in MT under their compact license from their home state. If you question the status of a license, check www.nursys.com (Quick Confirm) for multi-state privileges.

Search for Licensee

Licensing Board:

License Type:

- City/State

[Instructions](#) [Search Tips](#) [Status Definitions](#)

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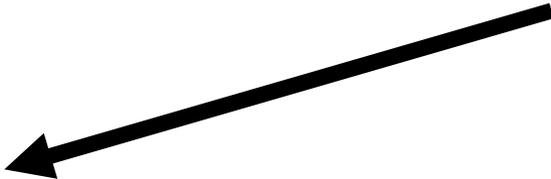
Search for Licensee

Licensing Board:

License Type:



State License Number: ?



First Name:

Middle Initial:

Last Name:

Business Name:

City:

State:

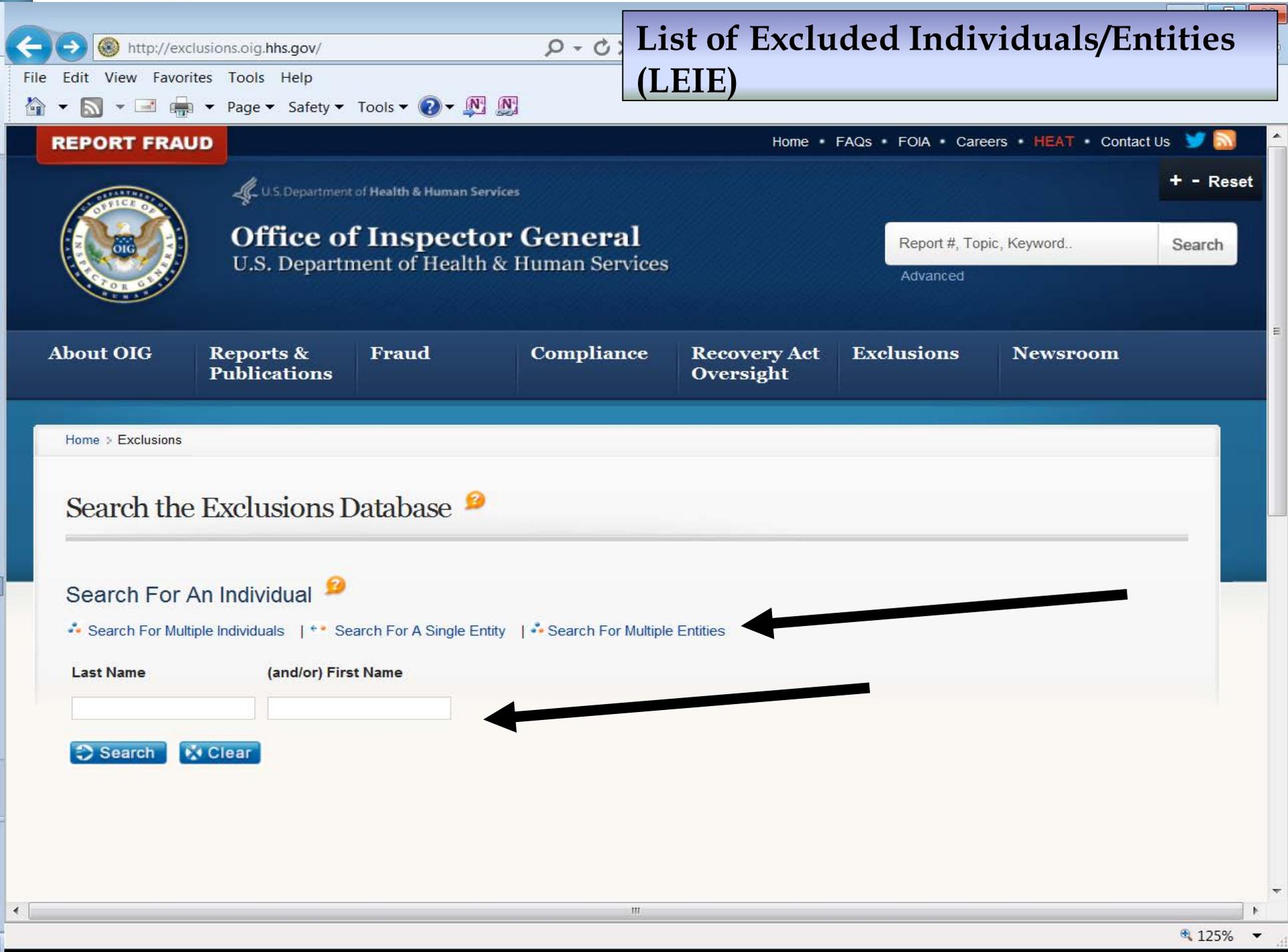
Zip:

Country:

Search

Clear

List of Excluded Individuals/Entities (LEIE)



REPORT FRAUD

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+ - Reset



U.S. Department of Health & Human Services

Office of Inspector General
U.S. Department of Health & Human Services

Report #, Topic, Keyword..

Search

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Fraud

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Recovery Act
Oversight

Exclusions

Newsroom

Home > Exclusions

Search the Exclusions Database

Search For An Individual

[Search For Multiple Individuals](#) | [Search For A Single Entity](#) | [Search For Multiple Entities](#)

Last Name

(and/or) First Name

Search

Clear



System for Award Management (SAM)

[Forgot Username?](#) [Forgot Password?](#) [Create an Account](#)

- HOME
- SEARCH RECORDS
- DATA ACCESS
- CHECK STATUS
- ABOUT
- HELP

The System for Award Management (SAM) is an official website of the U.S. government. There is no cost to use SAM. You can use this site for FREE to:

- Register to do business with the U.S. government
- Update or renew your entity registration
- Check status of an entity registration
- Search for entity registration and exclusion records

Getting Started

Create A User Account



Start by creating a SAM user account.

Register Entity



After creating your SAM user account, log in to register to do business with the U.S. government.

Search Records



Do a public search for existing entity registration records or exclusion records.

Federal users can log in to see additional information.



USER NAME [input] PASSWORD [input] LOG IN
[Forgot Username?](#) [Forgot Password?](#)

[Create an Account](#)

- HOME SEARCH RECORDS DATA ACCESS GENERAL INFO HELP

Search Records

Search Tips to Get Started:

- Looking for entity registration records or entity exclusion records in SAM? Use **Quick Search** if you know an entity's Business Name, DUNS Number or CAGE Code. Use **Advanced Search** to structure your search using multiple categories and criteria.
- Are you a Federal government employee? Create a SAM user account with your government e-mail address and log into SAM before searching to see FOUO information and registrants who chose to opt out of the public search.
- Conducting small business-focused research? In addition to what is contained in SAM, small businesses can provide the Small Business Administration (SBA) supplemental information about themselves. Use the [SBA's Dynamic Small Business Search](#) to conduct further market research.
- Trying to find a contractor participating in the Disaster Response Registry? Use the **Disaster Response Registry Search** to locate contractors willing to provide debris removal, distribution of supplies, reconstruction, and other disaster or emergency relief services in the event of a national disaster.

QUICK SEARCH:

Enter your specific search term

(Example of search term includes the entity's name, etc.)

DUNS Number Search: Enter DUNS number ONLY

CAGE Code Search: Enter CAGE code ONLY

SEARCH

Need Help?

ADVANCED SEARCH:

Use specific criteria in multiple categories to structure your search.

ADVANCED SEARCH - ENTITY

ADVANCED SEARCH - EXCLUSION

DISASTER RESPONSE REGISTRY SEARCH

Health Care Fraud Prevention and Enforcement Action Team (HEAT) Provider Compliance Training

http://oig.hhs.gov/newsroom/video/2011/heat_modules.asp

- Understanding Program Exclusions
- Importance of Documentation



REPORT FRAUD



U.S. Department of Health & Human Services
Office of Inspector General
U.S. Department of Health & Human Services

Report #, Topic, Keyword.. Search
Advanced

- About **OIG**
- Reports & Publications
- Fraud
- Compliance
- Recovery Act Oversight
- Exclusions
- Newsroom

Home > Compliance > HEAT Provider Compliance Training

HEAT Provider Compliance Training Videos

Videos and Audio Podcasts

This page contains videos and audio podcasts that are part of the award-winning Health Care Fraud Prevention and Enforcement Action Team (HEAT) Provider Compliance Training initiative. We hope you'll take a look at these educational presentations designed to help prevent fraud, waste, and abuse.

These videos are available in [audio-only format](#).



A Toolkit for Health Care Boards

Lewis Morris, Chief Counsel to the Inspector General, provides tips for health care boards to promote quality of care and embrace compliance with the law.

Handout: A Toolkit for Health Care Boards

I'm looking for

Let's start by choosing a topic

Select One

- What's New
- News Releases
- New Media
- Spotlight Articles
- Testimony & Speeches
- Video





Inspector General Introduces Compliance Training Videos and Audio Podcasts



How to Use the Exclusions Database



How to Report Fraud to the OIG

EXCLUSIONS DATABASE

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REPORT FRAUD



OIG's Self Disclosure Protocol



Importance of Documentation



Tips for Implementing an Effective Compliance Program

Stay Connected

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- RSS Feeds

Get Email Updates



Stay up to date on the latest OIG news and opinions

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Compliance Program Basics



OIG Guidance



Physician Self-Referral Law



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The videos are hosted on YouTube.com and embedded on OIG's web pages. If YouTube.com is blocked on your computer, any content embedded on our site will not be accessible. Please contact your IT department to remove the YouTube restriction and view these videos.

Webcast Modules

On this page you will find 16 modules from the HEAT Provider Compliance Training Webcast.



For more information and downloadable presentation material, visit the [Webcast page](#).

- ❖ Welcome Remarks 4:37
- ❖ Overview of OIG 9:56
- ❖ Navigating the Fraud and Abuse Laws 26:26
- ❖ Compliance Program Basics 17:01
- ❖ Operating an Effective Compliance Program 15:59
- ❖ Understanding Program Exclusions 10:26
- ❖ Navigating the Government 5:10
- ❖ Overview of Centers for Medicare and Medicaid Services 34:24
- ❖ Importance of Documentation 17:06
- ❖ OIG Subpoenas Audits Surveys and Self Disclosure Protocol 17:42
- ❖ Health Care Fraud Enforcement Panel 6:08
- ❖ Health Care Fraud Enforcement Panel with CMS Deputy Admin 13:43
- ❖ Health Care Fraud Enforcement Panel with Special Agent 15:10
- ❖ Health Care Fraud Enforcement Panel with Asst. US Attorney 17:08
- ❖ Health Care Fraud Enforcement Panel - Fraud Control Unit 11:15
- ❖ Adjournment 0:59



HIPAA

- American Recovery & Reinvestment Act has many changes for HIPAA [45 CFR, Part 160-164]
 - http://frwebgate.access.gpo.gov/cgi-bin/getdoc.cgi?dbname=111_cong_bills&docid=f:h1enr.pdf
- CMS Website for HIPAA info
 - <http://www.cms.gov/HIPAAGenInfo/>
- Office for Civil Rights Website
 - <http://www.hhs.gov/ocr/privacy/index.html>

Theran Fries
Privacy Officer
HIPAA Program
Office of Legal Affairs

1-406-444-9503

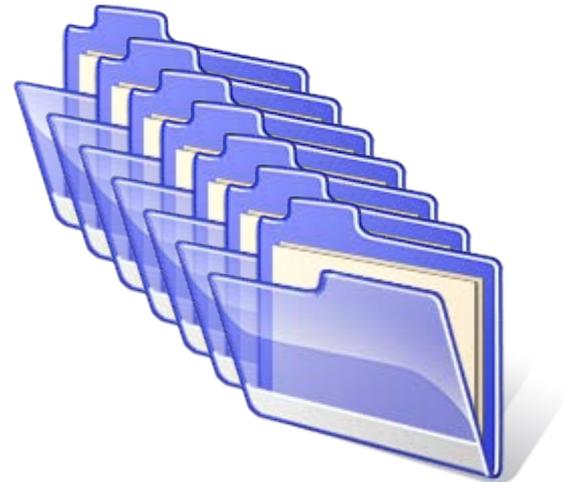
PO Box 202960
Helena, MT 59620-2960



What are we doing?

Our unit is consistently working on several projects:

- Team Audits
- Self Audits
- Individual Audits
- New Provider Audits
- Data Audits



The progression of an audit...

1. Audit idea
2. Collection of data
3. Initial contact with provider
4. Records request letter
5. Records review
6. Overpayment letter
7. Administrative Review
8. Additional records or information review
9. Administrative Review determination
10. Fair Hearing
11. Fair Hearing determination
12. Overpayment
13. Closure



Top issues within audits ...

- Incomplete documentation (demonstrating the extent and nature of the service).
- Incomplete or missing orders/prescriptions.
- Missing dates and signatures on notes or DME delivery confirmation.
- Missing time in and out or full amount of time spent on time based codes.
- Up-coding Evaluation and Management.
- Identifying information on documentation.



Additional Audit Errors ...

- Billing for services not personally provided.
- Unbundling of services.
- Illegible records.
- Electronic records out of Word.

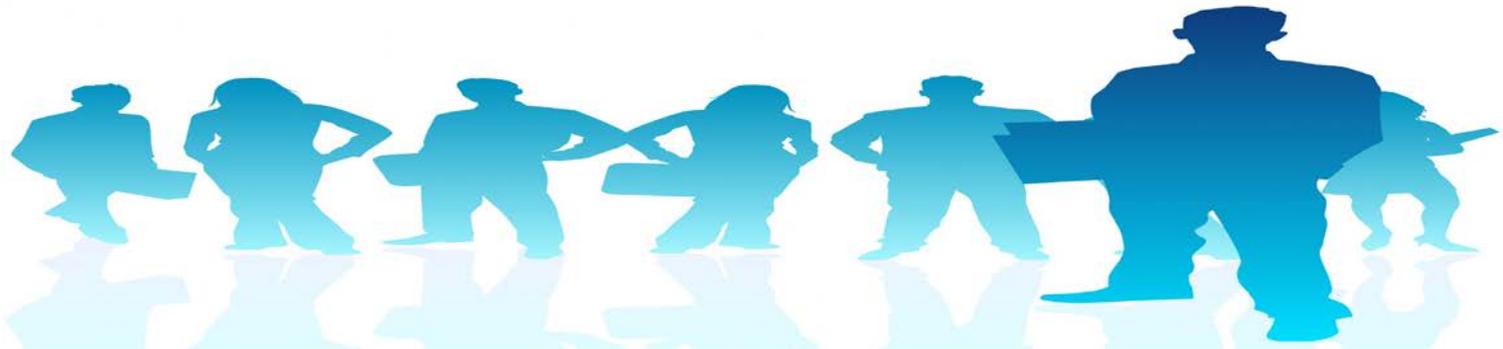


SURS Staff

Jennifer Tucker, CPC; SURS Supervisor

- 7 Program Integrity Auditors
 - Licensed Health Care Professionals
 - Certified Professional Coders
 - Certified Program Integrity Professionals
 - Licensed Practical Nurse

assigned to multiple provider types and specialties



Contact Information

SURS Supervisor

» **Jennifer Tucker, CPC**

- DPHHS Quality Assurance Division
SURS Unit
2401 Colonial Drive
PO Box 202953
Helena, MT 59620

jtucker2@mt.gov

406-444-4586



RAC/PERM

Recovery Audit Contract (RAC):

- The Affordable Care Act (ACA) requires states to contract with a RAC.
- Montana's currently has a waiver from CMS for the RAC contract.

Payment Error Rate Measurement (PERM):

- All States reviewed every 3 years
- Montana is in its 4th PERM review
 - FFY 2008, 2011, 2014 & 2017
- CMS Contractor conducts the reviews
 - Chicksaw Nation Industries Advantage, LLC (CNI)



PERM Contacts

State of Montana

» **Krista Cronholm**

- PERM Medical & Data
Processing Review contact
406-444-9365

KCronholm@mt.gov

» **Heather Smith**

- PERM Eligibility Review contact
406-444-4171

HeatherSmith@mt.gov

Medical Review Contractor

» **CNI Advantage, LLC**

- 1300 Piccard Drive, Suite 204
Rockville, MD 20850
Phone: 301-987-2180

perm@permrc.com



Questions?

