

DATE: February 24, 2016

TO: All individual providers of in-home client services for the Aged and Disabled Waiver program, Personal Assistance Services program, Social Services Aged and Disabled program, and Adult Protective Services

FROM: Division of Medicaid and Long Term Care (MLTC) and Division of Children and Family Services (CFS)

RE: Weekly Billing of Services

In order for the DHHS to efficiently identify and calculate overtime, all providers will be required to complete weekly billing documents. Beginning the first week of March, the pre-printed N-FOCUS billing document will be mailed weekly. You will need to complete one for each Sunday through Saturday work week. A work week spanning the end of one month and the beginning of another month cannot be on one claim line. You must add a separate line to split the days attributable to each month. If your current frequency of billing is weekly, please continue to read this memo as there is important information on billing.

Key aspects of weekly billing include:

- DHHS will automatically transition you to receive an N-FOCUS billing document every week. Your services must be reported using Sunday through Saturday as the work week.
- One MC-37 "Provider Record of Services" should be used to coincide with the Sunday through Saturday work week. The MC-37 form has been modified to add a column for days of the week.
- When a Sunday through Saturday work week spans two months, you must split the week into two lines on the N-FOCUS billing document. Two separate MC-37 forms are not required when the work week spans two months. Please see the attached sample N-FOCUS billing document.
- Claim lines submitted with a "Service From Date" in one month and a "Service Thru Date" in a different month will be returned to you for correction.
- You are not required to submit the claims on a weekly basis. This change only requires the span of time reported on the N-FOCUS billing document to fall within and not exceed the Sunday through Saturday work week. For example, you may still submit claims monthly, but you will be submitting four (4) N-FOCUS billing documents with supporting documents at the same time.
- The dates printed at the upper left corner of the N-FOCUS billing document will not correspond with the Sunday through Saturday work week. DHHS is working to correct this issue. You may change the dates to correspond with the actual service dates being reported on the claim.

- When billing for travel time, you must also split the week into two lines on the N-FOCUS billing document when the work week spans two months.

To correctly bill for February 2016 services:

- For all providers billing bi-monthly or monthly, please make February 27<sup>th</sup> the last date of service you bill using your current billing frequency. Start billing your services on a weekly basis beginning with the Sunday, February 28<sup>th</sup> date of service.
- On the first weekly claim you receive in March, bill services for February 28-29<sup>th</sup> on one line, and March 1-5<sup>th</sup> on another line. Remember, the dates on the top of the pre-printed claim will not correspond with this time frame, but you may change them.
- Please see the enclosed example of how to bill for services during a week that spans two months.

If you have questions, please email them to [DHHS.MedicaidOTTravel@nebraska.gov](mailto:DHHS.MedicaidOTTravel@nebraska.gov) or call 1-844-331-3681.