

VALLEYCARE
OLIVE VIEW-UCLA MEDICAL CENTER/HEALTH CENTERS
INPATIENT FINANCIAL SERVICES
POLICY & PROCEDURE

NUMBER: 2229
VERSION: 1

SUBJECT/TITLE: HOSPITAL FOLDER TRANSMITTALS

POLICY:

PURPOSE: To describe the processing of completing transmittals for hospital folders containing final billing instructions for Patient Accounts.

DEPARTMENTS: INPATIENT FINANCIAL SERVICES

DEFINITIONS:

PROCEDURE:

RESPONSIBILITY ACTION

SEPARATION CLERK

- (1) Receive hospital folders on a daily basis.
- (2) Separate final billings completed by Patient Resource Workers (PRW's) and Patient Financial Services Workers (PFSW's).
- (3) Identify billing resource codes. Separate and alphabetize each code group.
- (4) Type OV#1289 transmittal "Accounts Receivable Financial Class and Stats Revisions" (Attachment I), and assign a batch number, including patient name, MRUN, admit date, resource code, and admission number (aka McAuto #).
- (5) Photocopy transmittals as follows:
 - A. PRW billings, 6 copies distributed to:
 - a. Pink original and one copy to Patient Accounts.
 - b. One copy to designated PFS Control Worker.
 - c. One copy to Data Entry Clerk to update carrier code in Affinity.
 - d. Retain one copy for Batch Control Log statistics.
 - e. One copy to Billing Review Clerk to retain for corrective action.

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SEPARATION CLERK

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- f. One copy to Clerical Supervisor to update Case Tracking System in Affinity to note when Medi-Cal was denied Code IM or SE, and to note that the hospital folder is being referred to PFSW for appeal follow-up.

- B. PFSW billings - Four copies if Medi-Cal related billing code, distributed to:
 - a. Pink original and one copy to Patient Accounts.
 - b. One copy to each designated PFS Control Worker.
 - c. One copy to Billing Review Clerk to update carrier code in Affinity.
 - d. Retain one copy for Batch Control Log statistics.

- C. PFSW billings: 6 copies if not Medi-Cal related billing code, distributed to:
 - a. Pink original and one copy to Patient Accounts.
 - b. One copy to each designated PFS Control Worker.
 - c. Two copies to Billing Review Clerk to update carrier code in Affinity, and one to retain for corrective action.
 - d. Retain one copy for Batch Control Log statistics.
 - e. One copy to Clerical Supervisor to update Case Tracking System in Affinity to note when Medi-Cal was denied code “IM” or “SE”, and to note that the hospital folder is being referred to a PFSW for appeal follow-up.

- (6) Forward hospital folders with appropriate transmittals to the Billing Review Clerk for continued processing to Patient Accounts.

References:	
Approved by: Katherine Salcido (Assistant Hospital Administrator III)	Date: 12/27/2010
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