

A Guide to Outpatient ICD-9-CM and CPT Coding

As you know, coding is a uniform classification system that translates verbal or written descriptions into numbers to maintain and regulate health care data.

Health care providers and health insurance companies deal mainly with two primary code sets: ICD-9-CM is used for all diagnosis and inpatient procedure coding in the United States, while CPT-4 is used for outpatient procedures and physicians' services coding.

ICD-9-CM Coding

These codes are divided into three volumes—which just happen to be numbered volumes 1, 2 and 3:

- Volume 1 contains the alphabetical index of diagnoses
- Volume 2 contains a numerical index of diagnosis codes (001.0 – V85.4)
- Volume 3 contains an alphabetical index of procedures and a numerical listing of procedure codes
- And—there's also a special addendum of E-codes

To correctly assign a diagnosis code, you must follow three steps:

1. Review the documentation.
2. Code all diagnostic information that has an impact on the current treatment, including the patient's medical history.
3. Always assign codes to the highest degree of specificity.

Tips about coding, code specificity and coding patient history

- The diagnosis chiefly responsible for the patient encounter should be sequenced first.
- Codes described as “unspecified” or “not elsewhere classified” are allowable **if** that code is the most specific code available in ICD-9-CM.

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A Reminder about School Physicals

Soon it will be back-to-school time for many of your TRICARE patients and your appointment books will probably be getting filled with those who need school physicals. There are a few important things to remember when performing school physicals for your TRICARE patients.

- TRICARE covers annual school physicals for beneficiaries ages 5 to 11 that are required for school enrollment.
- This benefit **does not** include physical exams that may be required by the school to participate in school sports.

TRICARE Prime enrollees may receive school physicals and other clinical preventive services from any network provider without referral or authorization from the primary care manager (PCM). TRICARE Prime enrollees and clinical preventive services do not require a copayment.

If the services are not available from a network provider, a TRICARE Prime enrollee may receive the services from a non-network provider with a PCM referral. If the enrollee uses a non-network provider without obtaining a referral, payment is made under the point-of-service option.

Beneficiaries using TRICARE Standard or TRICARE Extra do not require a referral for school physicals, but they are responsible for applicable cost-shares and deductibles.

For more information about school physicals coverage, visit www.humana-military.com ■



Hospital Inpatient Admission Notification Made Easy

Do you know the quickest and most convenient way you can notify Humana Military of a hospital admission? Online of course!

You can quickly submit a Hospital Inpatient Admission Notification online via the Humana Military Web site. The site is available 24/7 and can be accessed from any Web browser at your convenience. Plus, you'll know immediately when the admission is approved.

Here's how it works!

Go to the Online Provider Services page at www.humana-military.com. After you sign in, select "Enter a new Hospital Admission Notification" and follow the few simple steps to completion. You'll need the following information to complete the process:

- Sponsor's ID (this may be different from the patient's Social Security Number)
- Patient's date of birth
- Your facility's Tax Identification number
- Admission date (expected or actual; 8 digit mmddyyyy)
- Diagnosis (if you don't know the code, a code look-up is provided)
- A point-of-contact name, phone number, and extension (if applicable) for clinical information and updates

After the authorization is approved, a Humana Military health care finder sends the authorization via AutoFax to the beneficiary's primary care manager, the rendering provider, and the facility. Humana Military also notifies the beneficiary of an approved admission.

If necessary, you can submit a Continued Stay Review and notify Humana Military of a patient's discharge online. It's very important to notify Humana Military when a patient is discharged to ensure proper authorization and processing of the claim.

If you prefer, the Hospital Inpatient Admission Notification can be submitted via fax or phone. If submitting via fax, fax the Patient Referral Authorization Form (PRAF) to 1-877-548-1547. To submit the notification over the phone, call the interactive voice response (IVR) Hospital Admission Notification Line at 1-800-444-5445. If you have a behavioral health admission, please contact ValueOptions at 1-800-700-8646.

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- Review the documentation for any applicable encounter codes, screening codes and/or status codes (V-codes) such as "encounter for fitting and adjustment of intestinal appliance" or "screening for malignant neoplasm of colon".
- Review the code to see if there's a fourth or fifth digit. Most codebooks have a note in the margin to indicate that a more specific code is available.
- Watch out for the inclusion of notes such as excludes, includes or code also.
- **Do not** code diagnoses that have been documented as probable, suspected, ruled out or versus. These differential diagnoses can't be applied to a specific outpatient encounter.
- When the documentation states "history of...", then any code assigned to that diagnosis must be a history code.
- For ER services, code signs and symptoms along with final diagnosis. This will ensure the claim identifies the reason the patient presented in the ER according to prudent layperson guidelines.

CPT-4 Codes

There are three levels of CPT-4 codes: Category I includes the numeric codes found in the CPT-4 codebook and they're grouped by body system or type of service. Categories II and III are alphanumeric codes that are generated by the Centers for Medicare and Medicaid services (CMS) and Medicare and Medicaid carriers.

Tips for Assigning CPT codes

- Certain CPT codes, like evaluation and management codes, are based upon the amount of time a physician spends with a patient. Carefully review the documentation to make sure it supports the CPT code you wish to assign—especially if the CPT-code is time-based.
- Avoid assigning CPT codes described as "unlisted procedure" whenever possible. Usually, these codes end in "99".
- TRICARE demands that a procedure code is directly supported by a diagnosis code. When a diagnosis code doesn't directly support a procedure code, it will often result in an R6CRX denial.

For additional information about coding, visit Humana Military's Provider Portal at www.humana-military.com. ■

The Source for Deployment Health Information

The Department of Defense (DoD) Deployment Health Clinical Center (DHCC) Web site, www.pdhealth.mil, is a portal for clinicians, service members and their families for the latest deployment health information. Here's a snapshot of the pages available for providers:

Emerging Health Concerns

Throughout the course of military deployments, health issues come to the forefront of interest. This page contains clinical guidance, policies and directives, fact sheets, training material and research information about current health issues such as:

- Leishmaniasis
- Operational stress
- Acinetobacter infection
- Depleted uranium
- Influenza
- Malaria ... and more

Education and Training

The DHCC is committed to developing, assisting, implementing and sustaining a continuing medical education program to improve post-deployment health care. Here, learn about upcoming conferences and training events and download current education materials and briefings.

Risk Communication

How well do you communicate bad news or convey reassurance to your patients—especially for post-deployment related health issues? Many patients may have a low trust in the health care system, a high concern over an exposure or medical condition or a perceived medical or emotional crisis during post-deployment. The Risk Communication page is designed specifically to assist clinicians in communicating more effectively with patients who have these types of concerns.

If you have patients with deployment or post-deployment related health concerns, make www.pdhealth.mil your first source for information. Talk to your patients and tell them about this site too. There are several other pages on the site specifically for service members and their families.

Deployment Health Questions or Concerns?

If you have a deployment health question or related question, scroll down the left-hand navigation on www.pdhealth.mil to "Contact DHCC." There you can submit your request online by completing the "contact form" online. If you prefer, you can call the toll-free help line at 1-866-559-1627 or send a request via regular mail to:

DoD Deployment
Health Clinical Center
Walter Reed Army Medical Center
Bldg. 2, 3rd Floor, Room 3G04
6900 Georgia Avenue, NW
Washington, D.C. 20307-5001 ■

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Hospital Inpatient Admission Notification Made Easy

Tips for a Smooth Transaction

- When admitting a patient, submit your authorization for a network provider—find network providers at the "Provider Resources/Online Services/Find a Provider" feature at www.humana-military.com.
- Make sure you have all of the necessary information before beginning the process.
- Authorizations are based on medical necessity and are not a guarantee of payment—provider penalties may be applied if proper authorization is not obtained or the care exceeds the scope of the authorization.
- Notify Humana Military when a patient is discharged. ■

Hospital Inpatient Admission Notification at a Glance		
3 Options	What You Need	
1	Online Provider Services at www.humana-military.com	<ul style="list-style-type: none"> • Sponsor's ID • Patient's date of birth • Your facility's Tax Identification number • Admission date • Diagnosis (code look-up tool provided) • A point-of-contact name, phone number, and extension
2	Fax the PRAF to 1-877-548-1547	
3	Call the IVR Hospital Admission Notification Line at 1-800-444-5445	



Humana Military Healthcare Services, Inc.
P.O. Box 740044
Louisville, KY 40201-7444

CONTACTS

Humana Military
1-800-444-5445
www.humana-military.com

PGBA (claims)
1-800-403-3950

ValueOptions (behavioral health)
1-800-700-8646

Pharmacy Customer Service
1-866-DoD-TRRx (retail)
1-866-DoD-TMOP (mail order)
www.express-scripts.com/TRICARE

National TRICARE Web Sites
www.tricare.osd.mil
www.tricareonline.com

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Provider News is published by TRICARE Management Activity. Please provide feedback at www.tricare.osd.mil/evaluations/newsletters.



What is a Designated Provider?

Designated Providers are facilities specifically contracted with the Department of Defense to provide care to beneficiaries enrolled in the U.S. Family Health Plan. The U.S. Family Health Plan is offered in six geographic regions in the United States. Although providing the TRICARE Prime benefit, U.S. Family Health Plan is a separately funded program different than the TRICARE plan administered by Humana Military. The Designated Provider is at full risk for all medical care for a U.S. Family Health Plan enrollee, including pharmacy services, primary care, and specialty care.

If care is provided to a U.S. Family Health Plan enrollee outside the network because they are traveling or in an emergency situation, claims must be filed with the appropriate Designated Provider at one of the addresses listed in the table. Do not file U.S. Family Health Plan claims with Humana Military.

For additional questions about the U.S. Family Health Plan, please visit www.usfamilyhealthplan.org. ■

Martin's Point Health Care
(ME, NH, VT & Northeastern NY)
P.O. Box 9746
Portland, ME 04104-5040
1-888-241-4556

Brighton Marine Health Center
(MA & RI)
P.O. Box 9195
Watertown, MA 02471-9900
1-800-818-8589

St. Vincent Catholic Medical Centers of New York
(NY, NJ, CT & Eastern PA)
450 West 33rd Street, 12th Floor
New York, NY 10001
1-800-241-4848

Johns Hopkins Medical Services Corporation
(MD, Southcentral PA, Northern VA & Southeastern WV)
6704 Curtis Court
Glen Burnie, MD 21060
1-800-808-7347

CHRISTUS Health
(Southeastern TX & Southwestern LA)
US Family Health Plan
P.O. Box 924708, Houston, TX 77792
1-800-678-7347

Pacific Medical Clinics
(Western WA)
1200 12th Avenue South, Quarters 8 & 9
Seattle, WA 98144-2790
1-888-958-7347