



Medical Service Setup of Facility

Objectives & Goals -

- To Setup Facilities
- Tips

Hot Keys

Ctrl + N – Add a new record

Ctrl + Del – Delete a record

Ctrl + E – Edit a record

Ctrl + S – Save a record

Ctrl + L – Cancel a record

Ctrl + R – Retrieve all records

Ctrl + H – Search a record

Ctrl + T – Change sort order of records

There are four options in Medical Service.

Facility

Hospital

Pharmacy

Diagnostic/Labs

NOTES:



To Setup a New Facility

Setup >> Medical Service >> Facility

A facility provides therapy, curative, and/or continuing skilled nursing care to patients or residents in need of assistance with activities of daily living Long-term care facilities include nursing homes, rehabilitation facilities, inpatient behavioral health facilities, and long-term chronic care hospitals.

Facility is non-office and not billed with a POS 21 or 22.

Facility: Add/Edit/Delete Facility record and assign NPI number to Facility to which is required to do any business transaction or settlement with federal government.

A screenshot of a web form titled 'New Facility'. The form has a light beige background and a dark border. It contains several input fields: 'Name*' (text), 'Type*' (dropdown), 'ID:' (text), 'NPI:' (text), 'Find' (button), 'Address:' (section header), 'Street:' (text), 'Zip (?)' (text with a dropdown arrow and a small icon), 'Contact Detail:' (section header), 'Phone #' (four separate input boxes), 'Fax #' (three separate input boxes), 'Email:' (text), 'Contact (?)' (dropdown with a small icon), and 'Note:' (text). There is also an 'Active:' checkbox with a green checkmark icon.

New Facility – indicated user is about to setup a new facility.

Active – user can make the facility active or inactive, never delete a facility if it has ever been used in a claim.

NOTES:



Name: Input the facility name

Type - choose the type of facility from the dropdown list.

ID – not often used now that the NPI# is required. This is a secondary identifier for the facility.

NPI – the HIPAA required National Identifier

Address – input the street and zip; the zip will drive the city and state information.

Contact Detail – input phone, fax, email and link contact person

Note – notes are only shown from this screen area.

Name* Rehab Facility

Type* ▼

Address:

Street:

Zip (?)

Contact De

Phone #:

Assisted living facility

Nursing

Private

Residential treatment

Skilled nursing home

When click on the Medical Number icon, the user can link an Insurance carrier with ID# to this facility.



Facility's Medical No.

Facility: Tender Care Facility Home

Carrier* (?)	ID
> AETNA HEALTH AND LIFE INSURANCE COMPAN	860-272-0123
akong med insurance 654	555-555-5555-5555
asdfsadfasdfasdf 23456	032-233-1231-2312
Blue Cross Payment Plan BSCP	032-111-1111-1111
brent town 123	

1.

Add Delete Save Close

NOTES:



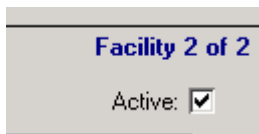
To bring up all facilities click the retrieve folder.

To search for a specific facility click the binoculars.

To add a facility click the + symbol.

To edit a facility click the edit icon or click Ctrl + E

Deleting a facility requires the facility is not linked to a claim, or case. Instead, we always recommend the user make the facility "inactive" by removing the check in active box.

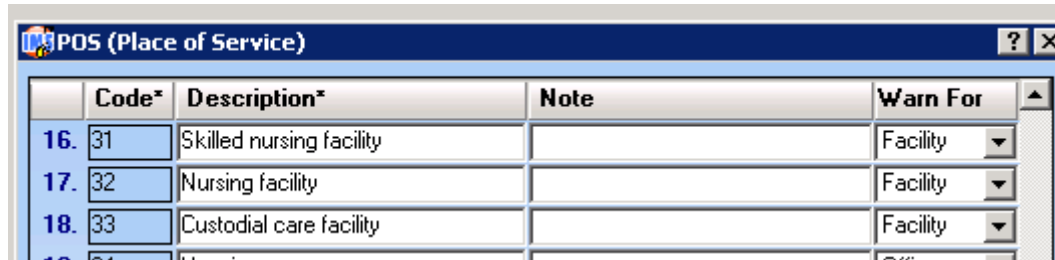


NOTES:



Tips:

Facility **POS** is a non-office, non-hospital.

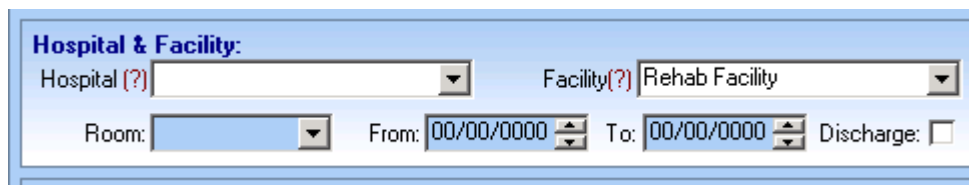


The screenshot shows a window titled 'POS (Place of Service)' with a table containing the following data:

	Code*	Description*	Note	Warn For
16.	31	Skilled nursing facility		Facility
17.	32	Nursing facility		Facility
18.	33	Custodial care facility		Facility
19.	34	Intermediate care facility		Facility

The POS grid can be found in Setup >>> Bill >>> Place of Service.

The facility is linked to the Patient Case as seen below.



The screenshot shows a form titled 'Hospital & Facility:' with the following fields:

- Hospital (?): [Dropdown menu]
- Facility(?): [Dropdown menu with 'Rehab Facility' selected]
- Room: [Dropdown menu]
- From: [Date field with '00/00/0000']
- To: [Date field with '00/00/0000']
- Discharge: ☐

When entering charges, the facility will automatically be linked in Box 32 of the CMS form.

NOTES:
