

# *Administrator Alert*

*Policy updates & rule clarifications for Assisted Living,  
Residential Care & Nursing Facilities*

Office of Licensing & Quality — Oregon Department of Human Services

June 11, 2009

## **MMIS TRAINING - NURSING FACILITY BILLING**

Dear Administrator,

**Please share this Administrator Alert with the person(s) responsible for billing the Department for Medicaid nursing facility services.**

The Department of Human Services has scheduled an all day, in-person training to review the nursing facility Medicaid billing instructions. **Please complete the attached registration form for each person who will attend the training.**

During this training, DHS will cover the following topics:

- How to check client eligibility
- How to bill using the paper UB-04
- How to bill using the Provider Web Portal
- How to read a remittance advice
- Common billing errors and reasons for denied claims

We have attached a copy of the current PowerPoint Presentation. This presentation is being updated and those attending the training will receive an updated version. We will also post the updated version on the SPD website under Tool for Providers as soon as it is available, however we thought that the information might be useful for all providers until the updated version was completed.

Also attached are Oregon MMIS EOB's for Nursing Facilities and a document outlining how eligibility and the plan of care are used in claims processing.



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## **Training Information:**

Date: June 18, 2009  
Time: 9:00 a.m. – 3:00 p.m.  
Location: DHS Cherry Avenue Training Center  
3414 Cherry Ave NE, Suite 150  
Salem, OR 97301

## **Directions**

Coming from south of Salem on I-5

- Take the Pacific Hwy. E./OR-99E N – Exit 258 (0.3 mi)
- Turn left onto Portland Rd NE/OR-99E/Pacific Hwy E.
- Continue to follow Portland Rd NE (0.3 mi)
- Turn right on to Hyacinth St NE (0.6 mi)
- Turn left onto Salem Parkway/OR-99E BR/Salem Hwy. (1.0 mi)
- Turn slight right onto Cherry Avenue NE (0.1 mi)
- Turn Right into the first entrance

Coming from north of Salem on I-5

- Merge onto Salem Parkway/OR-99E BR via Exit 260A (2.5 mi)
- Turn slight right onto Cherry Ave NE (0.1 mi)

From Cherry Ave., turn right into the second entrance. The Cherry Ave. Training Center Building is the second building on the right.

