

Instructions for Billing Span Dates of Service

Section II, of the Medicaid Therapy, CHMS, DDTCS and Physician manuals provide the following billing instructions and information for providers: #1) On a single claim detail (one charge on one line), bill only for services within a single calendar month. #2) Provider may bill on the same claim detail, for 2 or more sequential dates of service within the same calendar month when the provider furnished equal amounts of service on each day of the span.

For example: if the dates of service are 1/1/09 through 1/6/09 (6 days in between) and the total number of units is 12, the two dates can be spanned on a single detail because an equal number of units (2 per day) were performed within 6 days. However, if the total number of units is 8, each date will have to be billed on a separate detail line because an equal number of units were not provided each day.

In addition, the dates of service have to be within the same calendar month on each detail. For example: if services were performed on 1/31/09 and 2/1/09, each date of service has to be billed on a separate detail line.

Below are some examples of correct and incorrect billing. Please review your billing processes and ensure that you are billing appropriately. In the future, claims submitted electronically with span date billing errors will be rejected and paper claims will be denied for the appropriate billing error identified.

Example 1- Billing Span Dates

If services were performed on 12/8 and 12/12 and the total number of units is 4, the services should be billed on two separate details:

DOS	TOTAL DAYS	UNITS BILLED	RESULTS
Dtl 1 – 12/08/08-12/08/08 Dtl 2 – 12/12/08-12/12/08	1 1	2 2	CORRECT: 2 units of service were provided on each day.
12/8/08-12/12/08	5	4	INCORRECT: Services were not provided on each day within the date span.

Example 2

If 4 units were performed on one day (12/9) and 3 units performed on another (12/10), the services should be billed on two separate details:

DOS	TOTAL DAYS	UNITS BILLED	RESULTS
Dtl 1 – 12/09/08-12/09/08 Dtl 2 – 12/10/08-12/10/08	1 1	4 3	CORRECT: Since the number of units are not the same each day, the dates had to be billed on separate details.
12/09/08-12/10/08	2	7	INCORRECT: Although services were provided on each day, equal amounts of units were not provided each day.

Example 3 Billing Multiple Months

If 2 units were performed per day for five days in a 2-month span (12/29, 12/31, 1/4, 1/7, 1/15), bill each month on a separate detail. **NOTE:** If an equal number of units is not provided each day within the month, the dates of service will have to be billed on separate detail lines..

DOS	TOTAL DAYS	UNITS BILLED	RESULTS
Dtl 1 – 12/29/08-12/29/08	1	2	CORRECT: Equal number of units were billed for each day.
Dtl 2 – 12/31/08-12/31/08	1	2	
Dtl 3 – 01/04/09-01/04/09	1	2	
Dtl 4 – 01/07/09-01/07/09	1	2	
Dtl 5 – 01/15/09-01/15/09	1	2	
12/29/08-01/15/09	18	10	INCORRECT: Equal amounts of units were not provided each day and dates of service span multiple months.

Example 4 Billing Multiple Months

If there was one unit billed per day for 3 months within a year, bill each month on a separate detail.

DOS	TOTAL DAYS	UNITS	RESULTS
01/01/08-01/31/08	31	31	CORRECT: Equal number of units were billed for each day and dates of service are within the same month on each detail.
02/01/08-2/29/08	29	29	
12/1/08-12/31/08	31	31	
01/08/08-12/31/08	366	91	INCORRECT: Equal amounts of units were not provided each day and dates of service span multiple months.