

# Contracts



## Contracts - Getting Started

Contracts are used to tie the CPT codes and modifiers to their respective prices when entering claims for specified facilities, groups and providers. If you will be using the same prices for all your providers, carriers (or Client Billing Accounts), you may have one default contract that is used for all billing. If you need to send different ID's or Qualifier Requirements with the same prices, or if you have different prices, depending on the carrier, facility, group, or provider, you will need to create additional contracts.

To view a listing of all of the Contracts:

- Go to the **Contract** menu and click the report button.



You will see a listing of all of the contracts showing the Groups, Facilities and Carriers attached to each.

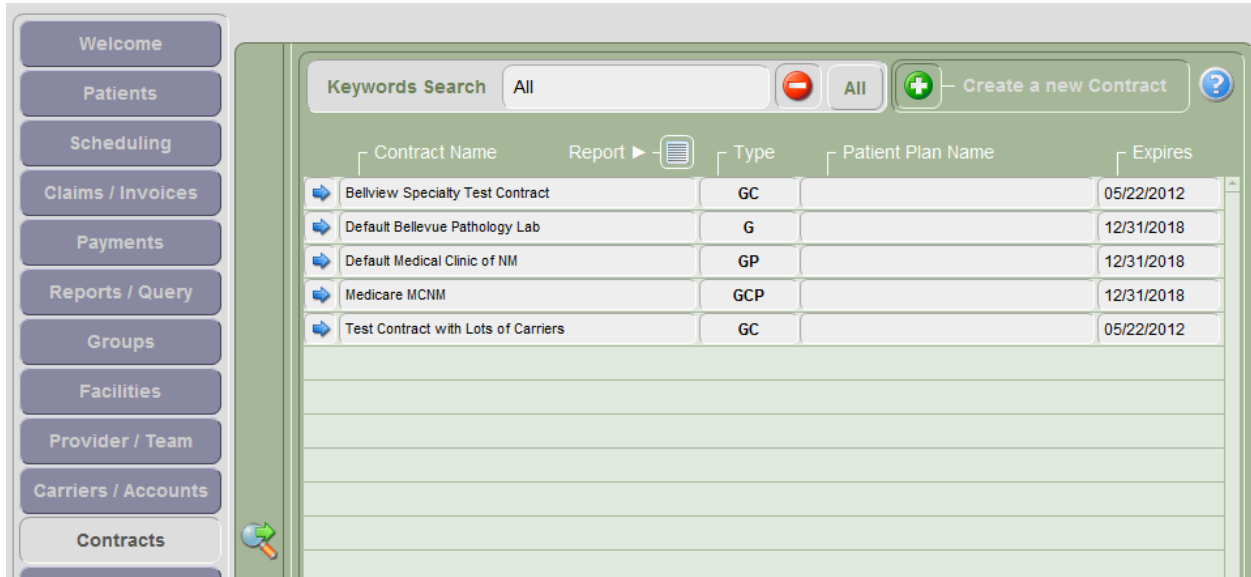
### Contract Report

| Contract Name   | Date Start        | Date Expires      |
|---|-------------------|-------------------|
| <b>Bellview Specialty Test Contract</b>   | <b>05/23/2011</b> | <b>05/22/2012</b> |
| <b>Groups Attached:</b><br>Bellevue Pathology Lab   |                   |                   |
| <b>Facilities Attached:</b><br>Overland Lab   |                   |                   |
| <b>Carriers / Accounts Attached:</b><br>Tricare<br>Choice Plus<br>Team Care<br>Cigna Health<br>Railroad Medicare<br>Tricare Healthcare Alliance<br>Premier Health Plans<br>Cigna<br>North American Benefits<br>Blue Cross Blue Shield of New Mexico |                   |                   |

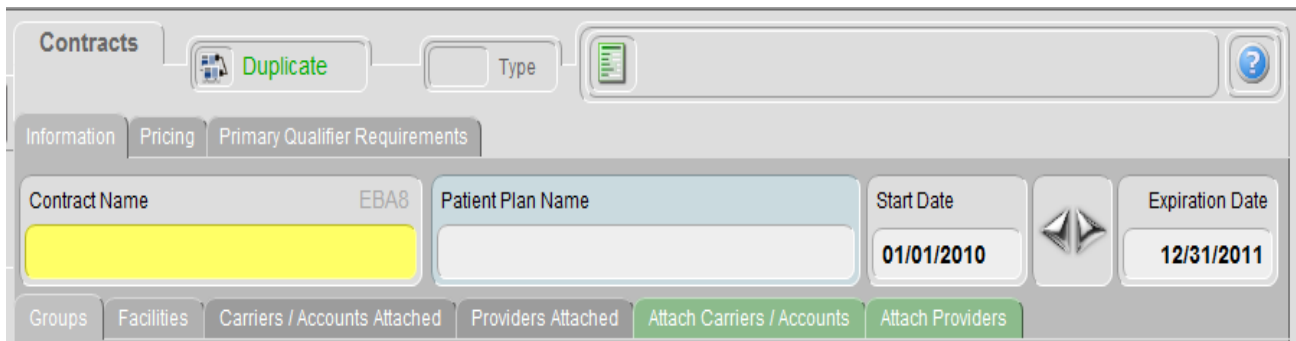
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To create a new Contract:

- Go to the **Contract** menu and click the green plus icon labeled **“Create a new Contract”**.



- Enter a “Contract Name”, “Start Date” and “Expiration Date” for this contract.

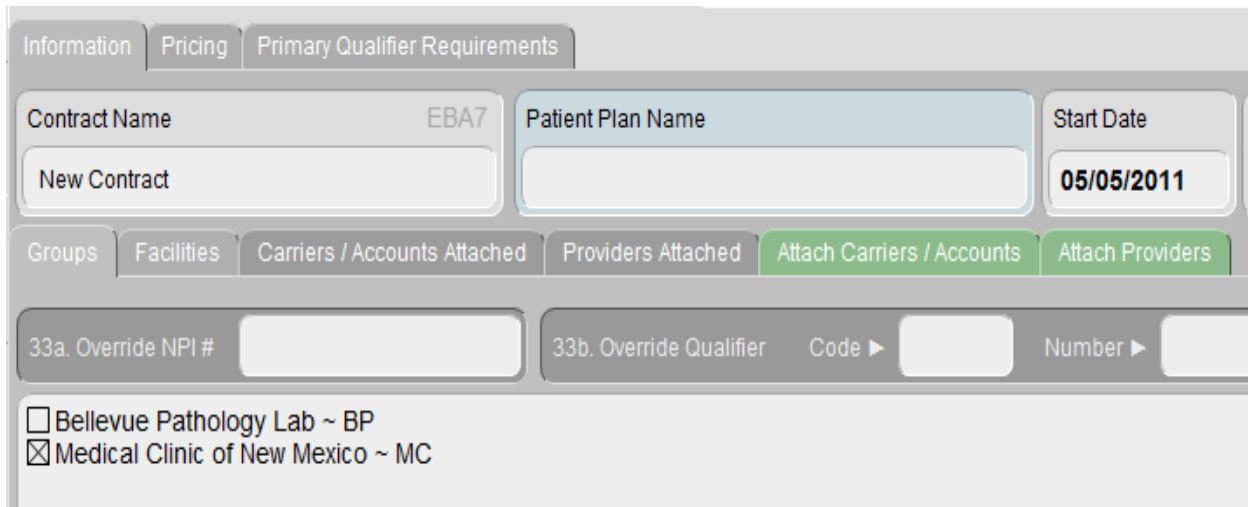


If you are just beginning set up, you will want to set the “Start Date” much earlier in time as the date of service is tied to the “Start Date” for pricing. Later if you need to update your prices, you can keep your current prices intact for earlier dates of service and create new prices for the new dates of service. This will create a new line in the contract and will allow you to change your

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prices for January and still do back billing, so that your dates of service for December will pull the prices that were set at that time.

- From the **Groups** tab, select one Group and from the **Facilities** tab select the Facilities for that Group. You must select a group and at least one facility. You can also choose to attach specific Carriers (or Client Billing Accounts), or Providers to the Contract. If, for example, you have specific requirements for one carrier, you would attach that carrier to the contract. Otherwise, the contract will apply to all carriers.



Information Pricing Primary Qualifier Requirements

Contract Name EBA7 Patient Plan Name Start Date  
New Contract 05/05/2011

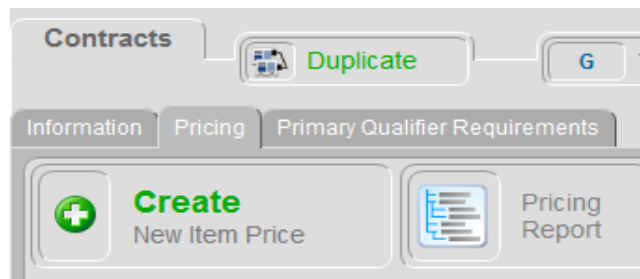
Groups Facilities Carriers / Accounts Attached Providers Attached Attach Carriers / Accounts Attach Providers

33a. Override NPI # 33b. Override Qualifier Code ▶ Number ▶

Bellevue Pathology Lab ~ BP  
 Medical Clinic of New Mexico ~ MC

## Pricing - Entering CPT Codes

- Click the **Pricing** tab to enter CPT codes and Products related to this Contract. Click the green plus icon labeled **“Create New Item Price”**.



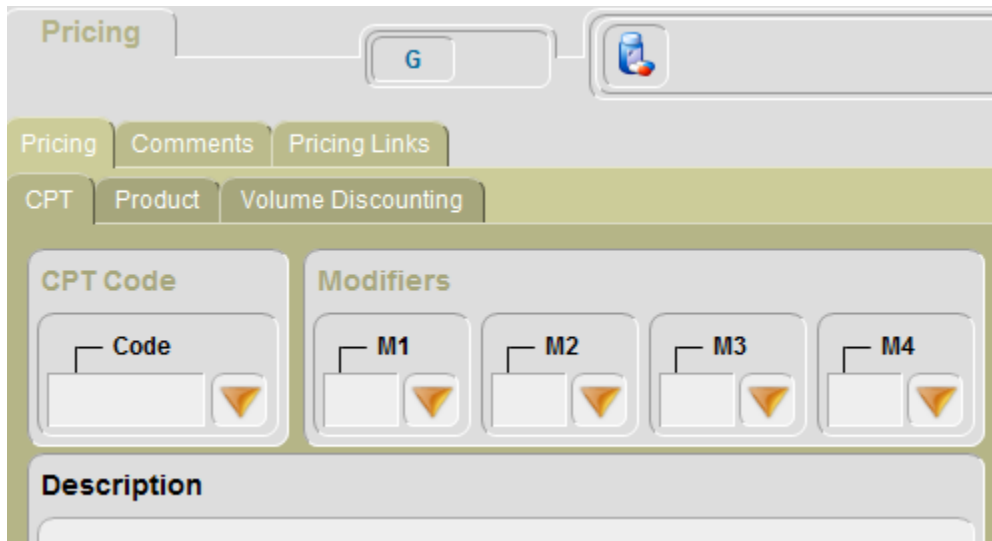
Contracts Duplicate G T

Information Pricing Primary Qualifier Requirements

Create New Item Price Pricing Report

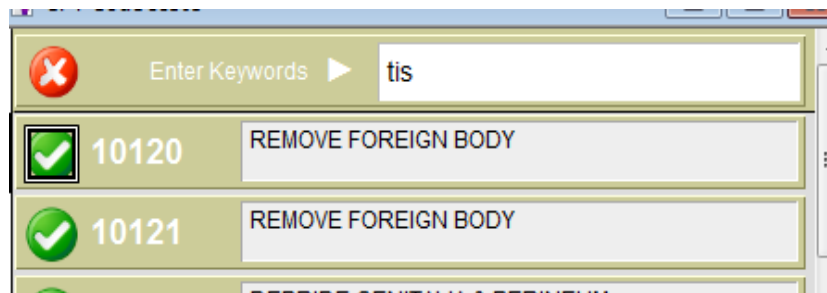
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- If you are entering a CPT code, type the code in the Code field, or choose the code from the drop down list by clicking on the down triangle.



The screenshot shows the 'Pricing' screen in a software application. At the top, there is a 'Pricing' tab and a search box containing the letter 'G'. Below this are three sub-tabs: 'Pricing', 'Comments', and 'Pricing Links'. Underneath these are three more sub-tabs: 'CPT', 'Product', and 'Volume Discounting'. The main area is divided into two sections: 'CPT Code' and 'Modifiers'. The 'CPT Code' section has a 'Code' field with a dropdown arrow. The 'Modifiers' section has four fields labeled 'M1', 'M2', 'M3', and 'M4', each with a dropdown arrow. Below these sections is a 'Description' field.

- In the search window, enter the CPT code or part of the description to find the code. Then click the green check mark to select the code.



The screenshot shows a search window with a search bar containing the text 'tis'. Below the search bar is a list of search results. The first two results are highlighted with a green checkmark in a box. The first result is '10120 REMOVE FOREIGN BODY' and the second is '10121 REMOVE FOREIGN BODY'. A third result is partially visible below, starting with '10122 REMOVE FOREIGN BODY'.

- If you type a CPT code in the Code field and it is not in the Library, the Description field will turn yellow with a red message: “**Code is NOT in the CPT Library**”. You will need to stop and enter the code in the Library. You do not have to leave the screen, however. You can open a new window by clicking on the **Window** menu at the top of your screen and selecting “**New Window**”. In the new window, go to the **Libraries** menu, go to the **Codes** tab, **CPT** tab and click the green plus icon to “**Create a new CPT Code**”. Once the code is created, close the window by clicking the X (upper right corner), then re-enter the code on the **Pricing** screen. Once the code is entered correctly, the description will populate.

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- Enter any modifiers for the price. New modifiers are also entered in the **Libraries** menu under the **Codes** tab, **Modifiers** tab.
- Enter the “Unit Price” for one unit and select “Y” if taxable in the “Taxable” field. Be sure to update the date range to make sure that the Start Date includes any dates of service for this code. Extend the End Date out a few years, as it can be changed later.

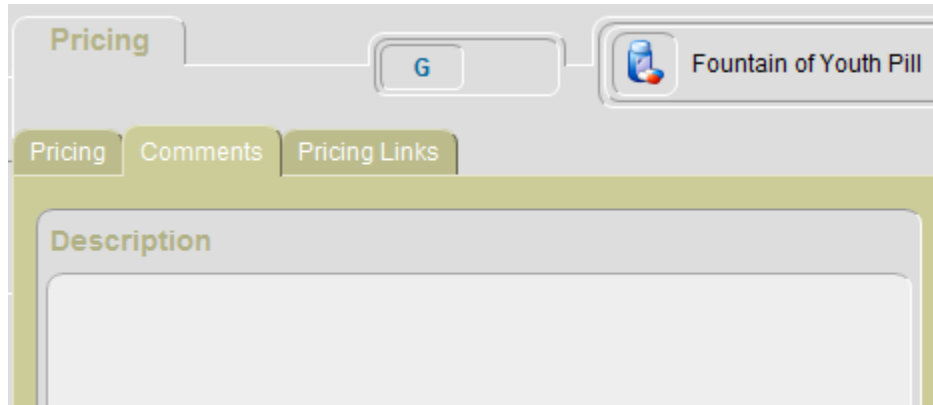
The screenshot shows a form for entering contract details. It includes three main sections: 'Quantity Range' with 'Low' (1) and 'High' (999) input fields; 'Unit Price' with a 'Dollars & Cents' input field; and 'Taxable' with radio buttons for 'Y' and 'N'. Below these is the code 'EBA113' and a 'Date range item is valid' section with 'Start' (05/05/2011) and 'End' (05/04/2012) dropdown menus. A 'Price Lock' section contains a checkbox and the text '"X" = Locked'.

- You can enter an expected amount for the payment. At the “Expected Price will be” fields enter either a percentage (%) or dollar amount. Any percentage amount entered will override the dollar amount. This information is used in a few reports.

The screenshot shows a section of the form for 'Expected Price will be'. It features an input field followed by '% of' and another input field. Below this is a 'Keyword Search' section with a dropdown menu set to 'All' and a checkbox labeled 'X'.

- If there are any comments for CPT Codes, or Products enter them in the **Comments** tab.

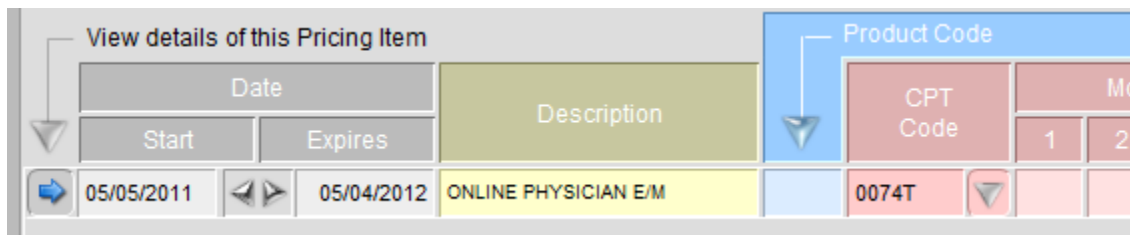
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- The **Pricing Links** tab will show which Group, Facility, Provider or Carrier the Pricing Item is attached to.



- To view and edit the details a pricing item, click the blue arrow next to the Start Date.



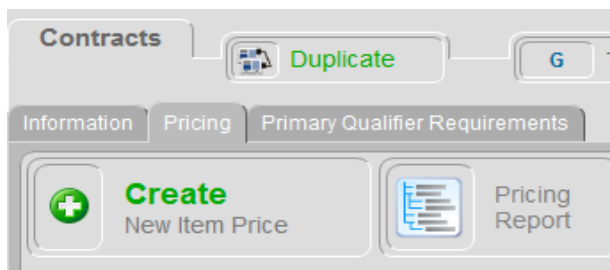
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- To save any changes, click the blue Back Arrow, which will take you back to the **Pricing** tab on the **Contracts** screen.

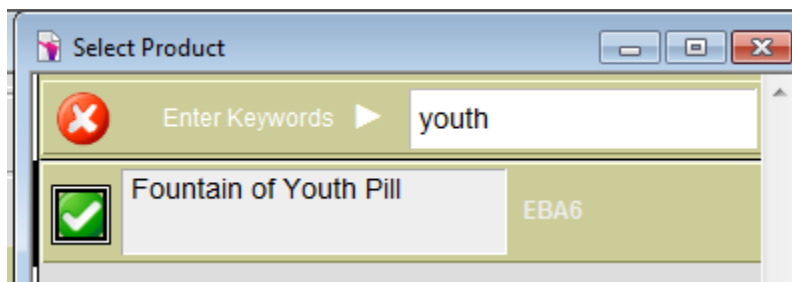


## Pricing - Entering Products

- Click the **Pricing** tab to enter products related to this contract.
- Click the green plus icon labeled “**Create New Item Price**”.



- Go the **Product** tab to enter products that were previously entered in the **Libraries** menu, **Products** tab.
- The drop down search uses the description of the product as the keyword.



- The CPT code for the Product will be automatically entered in the “CPT” field on the **CPT** tab.
- Enter the “Unit Price” and Y if taxable.

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The screenshot shows the 'Pricing' interface for the product 'Fountain of Youth Pill'. The 'Volume Discounting' tab is active. The 'Product' section shows the code 'FOY' and the name 'Fountain of Youth Pill'. The 'Description' field is empty. The 'Quantity Range' section has 'Low' set to 1 and 'High' set to 999. The 'Unit Price' is set to 40.00. The 'Taxable' section has 'Y or N' set to 'Y'.

- Use the **Volume Discounting** tab to set a Quantity Range for the product. Click the green plus icon labeled “Add new break point” and enter the “Low” and “High” quantities and “Unit Price”.

The screenshot shows the 'Volume Discounting' tab with a table of break points. The table has columns for 'Low', 'High', and 'Unit Price'. A green plus icon labeled 'Add new break point' is visible in the top left corner of the table area.

|   | Low | High | Unit Price |
|---|-----|------|------------|
| + | 1   | 9    | 45.00      |
| + | 10  | 19   | 40.00      |
| + | 20  | 99   | 35.00      |

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- When you return to the **Contract** screen, you will see each pricing range and price listed as a separate Pricing Item on the contract.

The screenshot shows the 'Contract' screen interface. At the top, there are buttons for 'Create New Item Price', 'Pricing Report', 'Update Pricing', and 'Match Contract'. A red text prompt says 'Subtract this item from this Contract' and a green text prompt says 'Change Price for this item'. Below these is a table titled 'View details of this Pricing Item'.

| Date       |            | Description            | Product Code |  | Modifiers |   |   |   | Quantity |    | Taxable Item | Unit Price |
|------------|------------|------------------------|--------------|--|-----------|---|---|---|----------|----|--------------|------------|
| Start      | Expires    |                        | CPT Code     |  | 1         | 2 | 3 | 4 | Lo       | Hi |              |            |
| 01/01/2010 | 12/31/2015 | Fountain of Youth Pill | FOY 0074T    |  |           |   |   |   | 1        | 9  | N            | 45.00      |
| 01/01/2010 | 12/31/2015 | Fountain of Youth Pill | FOY 0074T    |  |           |   |   |   | 10       | 19 | N            | 40.00      |
| 01/01/2010 | 12/31/2015 | Fountain of Youth Pill | FOY 0074T    |  |           |   |   |   | 20       | 99 | Y            | 35.00      |

- Be sure to update the date range so that the “Start Date” will include any dates of service for this code. Extend the “End Date” out a few years, as it can always be changed.
- You can enter an expected amount for the payment. At the “Expected Price will be” fields enter either a percentage (%) or dollar amount. Any percentage amount entered will override the dollar amount. This information is used in a few reports.

The screenshot shows a form for entering the expected price. It has a label 'Expected Price will be' followed by a text input field and a dropdown menu labeled '% of'. Below this is another text input field labeled 'Expected'. To the right, there is a 'Keyword Search' section with a dropdown menu set to 'All' and a search button with an 'X' icon.

## Changing Prices

- To change a price for an existing Pricing Item, click the green arrow icon on the right below “Change Price for this item”. Enter the new price and Start and End Dates.

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- When you save this Pricing Item with the new price, it will appear as a new line on the contract and the old price will be shown in red on its own line.

| Date       | Description | Product Code | Modifiers | Quantity | Unit Price |
|------------|-------------|--------------|-----------|----------|------------|
| Start      | Expires     | CPT Code     | 1 2 3 4   | Lo Hi    |            |
| 05/19/2011 | 05/01/2013  | 88305        |           | 1 999    | 105.00     |
| 05/01/2010 | 05/18/2011  | 88305        |           | 1 999    | 80.00      |

The Start Date will fill in as today's date. If you want to change the date, be sure to change the End Date for that CPT code. The start date determines which price will be used for the given dates of service for that code.

- To search for a specific procedure code, enter in the procedure code field and press Tab. Click the red minus icon to clear the code and show all prices.

| Date       | Description | Product Code | Modifiers | Quantity | Unit Price |
|------------|-------------|--------------|-----------|----------|------------|
| Start      | Expires     | CPT Code     | 1 2 3 4   | Lo Hi    |            |
| 01/01/2004 | 12/31/2018  | 97802        |           | 1 999    | 35.00      |
| 01/01/2004 | 12/31/2018  | 97802        | GP KX     | 1 999    | 50.00      |

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- The **Pricing Links** tab shows the Group, Facility, Carrier and Provider that the specific price is linked to. If a new price is created with a more current From and To date when new carriers and providers are attached, previous dates will not be included.

The screenshot displays the 'Pricing Links' tab in a software application. At the top, there is a navigation bar with 'Pricing' selected, and sub-tabs for 'Pricing', 'Comments', and 'Pricing Links'. The main content area is divided into three columns: 'Contract', 'Carriers', and 'Provider'. The 'Contract' column shows 'Medicare MCNM' under 'EBA5'. The 'Carriers' column lists several carriers with their addresses: Choice Plus (Des Moines, IA), Cigna (Farmington, CT), Cigna Health (Atlanta, GA), New Mexico Emergency Abduction Care (Roswell, NM), and North American Benefits (Cleveland, OH). The 'Provider' column lists several providers: Klein, Matt; Maulder, Kevin L, MD; Obrien, Sharon, PT; Scully, Dana, M.D.; Smart, George Charles, Jr., Captain, MD; and Smith, Zachary, Dr., M.D. There are also 'Group' and 'Facility' tabs visible on the left side of the main content area.

## Primary Qualifier Requirements

- The **Primary Qualifier Requirements** tab is used to pull Group, Facility, Provider and Referring Provider ID numbers onto the paper and electronic claims. For each Assignment field, click which source to use to auto fill the ID numbers. Service Facility (32.), Billing Provider (33.), Rendering Provider (24j) and Referring Provider (17.) Assignments all have the first field in the box referring to which NPI number is being filled and from where it will be pulled. The NPI numbers are entered when they are set up in the Groups, Facilities and Provider/Team menus.

For example, the Rendering Provider Assignment should always be set to "Rendering", unless a specific carrier requires it to be something else.

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The screenshot displays the 'Contracts' software interface. At the top, there are buttons for 'Duplicate', 'G Type', and 'New Contract'. Below this are tabs for 'Information', 'Pricing', and 'Primary Qualifier Requirements'. The main area contains several assignment forms:

- 32. Service Facility Assignment:** Includes fields for Code, Description, and 32a. NPI source to use (radio buttons: Group, Facility, Provider, Referring). It also has 32b. Include (radio buttons: Y, N) and 32b. source to use (radio buttons: Group, Facility, Provider, Referring).
- 33. Billing Provider Assignment:** Includes fields for Code, Description, and 33a. NPI source to use (radio buttons: Group, Facility, Provider, Referring). It also has 33b. Include (radio buttons: Y, N) and 33b. source to use (radio buttons: Group, Facility, Provider, Referring).
- 24j. Rendering Provider Assignment:** Includes fields for Code, Description, and 24j. NPI source to use (radio buttons: Group, Facility, Provider, Referring). It also has 24j. Include (radio buttons: Y, N) and 24j. source to use (radio buttons: Group, Facility, Provider, Referring).
- 17. Referring Provider Assignment:** Includes fields for Code, Description, and 17b. NPI source to use (radio buttons: Group, Facility, Provider, Referring). It also has 17a. Include (radio buttons: Y, N) and 17a. source to use (radio buttons: Group, Facility, Provider, Referring).
- 25. Federal Tax ID Number:** Includes fields for 25. Use (radio buttons: SSN, EIN) and 25. Source (radio buttons: Group, Facility, Provider, Referring).
- 27. Accept Assignment:** Includes a radio button for Y/N and a field for CLIA Show (radio buttons: Y, N) and CLIA Override #.

- The “Code”, “Description” and “Source to Use” fields are for other qualifier codes that could be required by specific carriers, or providers. In this case it will be necessary to create a new contract that will be for one or more carriers, or providers when they require additional qualifier codes.
- Federal Tax ID Number (25.) auto fills from the **Groups** set up, **Codes** tab. Most carriers want the EIN number. If specific carriers want the SSN number you will want to create a new contract, everything could be the same except this one change.
- Accept Assignment (27.) Click “Y” for yes or “N” for no if you will be accepting assignment and not charging patients for remaining balances based on your contract with the carrier. Again, this could be a reason to have additional contracts, if you accept assignment for some but not all carriers.
- Click “Y” to have CLIA # auto fill from the Facility screen, or enter a “CLIA Override #”.

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- After setting these fields specific to the carriers, or providers, return to the **Information** tab and select the **Attach Carriers / Accounts** tab and select the specific carrier(s). Click the **Attach Providers** tab to select specific providers.

The screenshot displays the 'Contracts' management interface. At the top, there are buttons for 'Duplicate', 'GC Type', and 'New Contract'. Below this, the 'Information' tab is active, showing fields for 'Contract Name' (EBA7), 'Patient Plan Name', 'Start Date' (01/01/2010), and 'Expiration Date' (12/31/2015). The 'Attach Carriers / Accounts' tab is selected, showing a table of carriers. The table has columns for carrier name, address, and location. The carriers listed are 'Blue Cross Blue Shield of New Mexico' (Albuquerque, NM) and 'Choice Plus' (Des Moines, IA). A status legend on the left shows checkboxes for 'Active', 'Alert', 'Collection', and 'Inactive'. A 'Duplicate' button is visible at the top left.

| Carrier                              | Address        | Location        |
|--------------------------------------|----------------|-----------------|
| Blue Cross Blue Shield of New Mexico | P.O. Box 13509 | Albuquerque, NM |
| Choice Plus                          | P.O. Box 9305  | Des Moines, IA  |

## Creating New Contracts

- You can duplicate a contract by clicking on the **Duplicate** button on the **Contract** screen. If the prices will be different and you have a long list of CPT codes or Products, it would be better to duplicate the contract and change the prices. If there are any Pricing Items that will not be used, you can then delete them by clicking the red X icon on the right of the charge line on the **Pricing** tab.
- When creating new contracts where you have different Qualifier Requirements but the same prices, do not Duplicate the contract if the prices will be the same as the default contract. Simply create a new contract and select the Group, Facility, Carriers or Billing Accounts (all or specific ones), Providers (all or specific ones) and Qualifier Requirements that will be used or different. The Pricing Items will be pulled from the default contract.