

TO: Chief Executive Officers - Hospitals

SUBJECT: Proper Completion of UB-82 (HCFA-1450) Claim Form for General Hospitals (DRG)

EFFECTIVE: Immediately

BACKGROUND: The New Jersey Medicaid program informed hospitals in the recently distributed Fiscal Agent Billing Supplement on the manner in which the UB-82 (HCFA-1450) claim form is to be completed. After review of a significant number of hard copy inpatient claims (DRG), a major finding has been that hospitals are not properly completing Field 45 on the hard copy UB-82 inpatient claim.

PURPOSE: The purpose of this Newsletter is to inform providers of the manner in which Field 45 on the hard copy UB-82 claim form must be completed for inpatient hospital, DRG claims. Failure to complete this field properly will cause the claim to suspend, or deny, or to be reimbursed incorrectly which results in a claim adjustment process. Please read this instruction carefully.

ACTION: Field 45 is unlabeled but requires fourteen (14) characters entered in the order described below. Providers must not add any additional characters in this field.

When completing Field 45, hospitals must enter the data in the mandatory order described as follows:

POSITIONS 1 THROUGH 9 (MEDICAL RECORD NUMBER):

Enter up to nine (9) characters of the patient's medical record number. If the number has less than nine characters, enter trailing zeros, not leading zeros. If the hospital's medical record number is greater than nine (9) characters, enter only the first nine (9) characters.

POSITION 10 (READMISSION STATUS):

Enter one of the following values for DRG claims:

- 0 - No
- 1 - Yes
- 9 - Unknown

POSITIONS 11 THROUGH 13 (DRG NUMBER):

Enter the three digit DRG number assigned by the hospital.

POSITION 14 (OUTLIER INDICATOR):

Enter the appropriate code to indicate if the claim is an outlier situation:

- C - Clinical
- L - Low trim (NJ and NY)
- N - Inlier (NJ, NY and PA)
- S - Same day stay (NJ and NY)
- H - High trim (NJ, NY and PA)
- T - Transfer (NJ and NY)
- V - Low Volume

Again, the proper and clear completion of Field 45 is critical to the accurate and timely processing of DRG claims. The fourteen character field must carry data to indicate to the NJMMIS:

- * Medical Record Number (1-9)
- * Readmission Status (10)
- * DRG Number (11-13)
- * Outlier Indicator (14)

NOTE: Positions 10, 11 through 13, and 14 are not required when submitting non-DRG claims; however, positions 1 through 9 (Medical Record Number) are required.