



Office of Long Term Living PROVIDER QUICK TIPS



UB-04 QUESTIONS & ANSWERS

Questions	Answers
In Form Locator 39-41, do we enter the PA 162 amount or the PA 162 minus medical expenses?	The amount entered in Form Locator 39-41 under Value Code 23 is the gross patient pay which is the amount from the PA 162. Also, under Value Code 6-the amount entered should be the amount minus the medical expenses (if applicable.) Note: if there are no medical expenses, Value Codes 23 & 66 will be the same amount
Is there an address for PROMISE™ Paper Claims?	Providers will continue to send timely paper claims to PO Box 8248. Claims over 180 days should be sent to PO Box 8025.
If a Leave Blank Form Locator is filled in, will the claim be denied?	If the field is labeled as "Leave Blank" we would encourage providers not to complete the field. In some cases, completing a "leave blank" Form Locator could delay in the processing of the claim.
When completing Form Locator 54a, do we enter the amount of money we expect to receive from Medicare or our per diem?	Enter the total amount Medicare approved for the coinsurance days.
For the attending physician ID number, do we enter the license number in Form Locator 76?	When completing Form Locator 76, the Attending Physician ID number is located in the field after the QUAL box.
Does MD have to be entered at the end of the physician's name - i.e. last name, first name, MD?	No.
Can we submit a computerized version of the UB-04?	No, the UB-04 is to be used for paper submissions only.
If the resident is covered by a spouse's insurance, is the spouse's name entered in Form Locator 58?	Yes. Complete the appropriate Medicare or other private insurance with the name of the person who holds the other insurance coverage.
If an Long Term Care Insurance policy makes payment payable to the resident, does the information go into Form Locator 50?	Yes, if a long-term insurance policy is paying for services during the billing month, list the insurance name in Form Locator 50 on Line B, and enter the payment received in information into Form Locators 54 on Line B. Also, complete all other applicable fields 55-60 on Line B.
Can Form Locator 42 be spaced with information?	No, leaving blank lines between Revenue Codes could delay in the processing of the claim. <i>Note: be sure to only use the same Revenue Code once on each claim.</i>
In Form Locator 15, what source of Admission Code should be used for a resident converting from private pay to MA? <i>Note: the resident was not admitted in the current month but was just approved for MA.</i>	Use Source of Admission as it relates to the resident's actual admission to the facility. Refer to UB-04 Desk Reference for Long-Term Care Facilities for the appropriate Source of Admission code.



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Do the full Medicare days need to be listed on the first line of Form Locator 30?	The Full Medicare days should be entered on the first line (shaded pink) of the Form Locator 30.
If a resident receives a monthly Long Term Care insurance payment that is made payable to the Nursing Facility, where is it recorded on the UB-92?	If a resident receives the payment it would be used in calculating their patient pay from the CAO.
Do we include facility phone numbers in Form Locator 1?	The phone number is optional.
Even though the admission date is only required on the first bill, will subsequent claims deny if the admission date is there?	When billing on the UB-04, the admission date is required on all claims.
How do I determine the day calculation to equal the dates that are located on Form Locator 6?	When determining calculation you must add days listed in Form Locator 30 to any day listed in Form Locators 39-41 under Value Codes 80, 81 & 82.
Our nursing facility does not participate in Medicare, however, our residents have Medicare Part A eligibility. How should Form Locator 50 appear and what condition Codes should be used when billing MA?	If a resident has Medicare Part A coverage, the Medicare information should be entered in Form Locator 50a and all applicable fields 51-60a. Please refer to the UB-04 Desk Reference for the appropriate Condition Code.
When entering a commercial insurance in Form Locator 50, how does the name need to be listed? Is Commercial Insurance sufficient or do we need to use the proper name – i.e. Prudential Health?	The specific insurance MUST be identified. All commercial insurance information should be listed on Line B of all applicable Form Locators 50-60.

Thank you for your service
to our Medical Assistance Recipients. We value your participation.
Check the Department of Human Services' Web site often: www.dhs.pa.gov