

# *Administrator Alert*

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

Office of Licensing & Quality — Oregon Department of Human Services

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**October 13, 2008**

## **ALERT – NURSING FACILITY CLAIMS PROCESSING**

The implementation date for the replacement MMIS system is scheduled for December 2008. **It is imperative each facility informs their business office personnel about these critical dates and shares this alert notification with them.**

Upon implementation of the replacement MMIS system, Nursing Facilities will no longer use the proprietary Turn Around Documents (TADs). To help ensure the successful transition from use of the current TADs to the UB-04 claim forms and allow adequate time to process October and November TADs, SPD and DMAP have scheduled a conference call for October 16, 2008 from 2:30 to 4:00 p.m. All provider personnel responsible for nursing facility billing claims are encouraged to participate. Please join the conference by calling **1-877-455-8688** (toll free) and entering **888027** when prompted for the pass code.

## **Adjustments or Extended Care Invoices**

10/24/08                      **Last date DMAP will process and review any adjustments or extended care invoice billings until the replacement system is activated.**

## **Claims for October Dates of Service**

10/21/08                      DMAP will mail October TADs  
11/03/08                      **DMAP MUST RECEIVE OCTOBER TADs BY THIS DATE**



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In order to minimize impact to nursing facility business operations, the Department thoroughly reviewed all feasible processes available during the transition to the replacement MMIS

implementation. It was decided November TADs would be generated early to allow partial Nursing Facility payment for November dates of service.

### **Claims for November Dates of Service**

- 11/10/08** TADs will be mailed to facilities
- 11/17/08** TADs **must** be returned by this date and **only preprints** will be processed.
- ▶ **No** handwritten entries (add-ons) will be processed

Because the November TADs will be generated early to help accommodate the transition, the November pre-printed TADs will reflect dates of service for the entire month of November. However, facilities **cannot** pre-bill for anticipated services after the date the TAD is completed (i.e. signed and dated).

TADs for October and November dates of service may be received via priority overnight mail or hand-delivered to the Barbara Roberts Human Services Building, DMAP/Claims Unit, at 500 Summer Street NE E-42, Salem, OR 97301. Standard postal mailings should be addressed to PO Box 14954, Salem, OR 97309.

We realize the time frames given allow only minimal processing times by nursing facility business offices. However, the dates provided are crucial to ensure the highest number of claims will be paid prior to implementation.

We appreciate your continued partnership. Any updates to this information will be included with your October and November TADs.

