

Administrator Alert

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

Office of Licensing & Quality — Oregon Department of Human Services

May 27, 2009

MMIS TRAINING - NURSING FACILITY BILLING

Dear Administrator,

Please share this Administrator Alert with the person(s) responsible for billing the Department for Medicaid nursing facility services.

The Department of Human Services has scheduled an all day, in-person training to review the nursing facility Medicaid billing instructions. **Please complete the attached registration form for each person who will attend the training.**

During this training, DHS will cover the following topics:

- How to check client eligibility
- How to bill using the paper UB-04
- How to bill using the Provider Web Portal
- How to read a remittance advice
- Common billing errors and reasons for denied claims

Training Information:

Date: June 1, 2009

Time: 9:00 a.m. – 3:00 p.m.

Location: SDA 3 Cherry Ave. Building – Conf Room
3420 Cherry Ave. NE
Salem, OR 97301



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Directions

Coming from south of Salem on I-5

- Take the Pacific Hwy. E./OR-99E N – Exit 258 (0.3 mi)
- Turn left onto Portland Rd NE/OR-99E/Pacific Hwy E.
- Continue to follow Portland Rd NE (0.3 mi)
- Turn right on to Hyacinth St NE (0.6 mi)
- Turn left onto Salem Parkway/OR-99E BR/Salem Hwy. (1.0 mi)
- Turn slight right onto Cherry Avenue NE (0.1 mi)
- Turn Right into the first entrance

Coming from north of Salem on I-5

- Merge onto Salem Parkway/OR-99E BR via Exit 260A (2.5 mi)
- Turn slight right onto Cherry Ave NE (0.1 mi)

From Cherry Ave., turn right into the first entrance. The SDA 3 Cherry Ave. Building is the first building on the left (North West Corner of the parking lot).

