



The Accounting Department



# News

▶ CMS Low Volume Appeals (LVA) Initiative...1

▶ Accounting and Tax Housekeeping...1

▶ MA plans - Claim Filing Tips...2

▶ TAD Free Webinars...2

**OUTSOURCE YOUR BILLING AND ACCOUNTING TO THE HOME HEALTH CONSULTANTS AT TAD!**

## CMS Low Volume Appeals (LVA) Initiative

Beginning February 5, 2018, CMS will start accepting Expressions of Interest (EOIs) for a limited settlement agreement option for Medicare Fee-For-Service providers, physicians, and suppliers (appellants) with fewer than 500 appeals pending at the Office of Medicare Hearing and Appeals (OMHA) and the Medicare Appeals Council (Council) at the Departmental Appeals Board.

Specifically, CMS will make available an administrative settlement process for appellants with fewer than 500 appeals pending at OMHA and the Council, combined, as of November 3, 2017, to settle the portion of their pending appeals that have total billed amounts of \$9,000 or less per appeal in exchange for timely partial payment of 62% of the net Medicare approved amount.

For more information search the LVA website at: <http://go.cms.gov/LVA>

Source: CMS

### ACCOUNTING AND TAX HOUSEKEEPING

Make sure all of your reporting information is up to date. This process is less cumbersome if you maintain these things throughout the year. Below is a list of areas you should focus on:

**Expenses:** Keep receipts for all company paid expenses during the year via check, cash, credit and debit card whether paid by the company or personally.

**Vehicle Mileage Logs:** You should have all vehicle mileage logs up to date. The log should be used throughout the year to keep track of business miles traveled, including the date and purpose of the travel made via a company provided vehicle. This information is used for the calculation of personal use of company auto that is reported on the W-2 and for the preparation of the Medicare Cost Report.

**Form 1099:** 1099's are required to be issued to report payments totaling \$600.00 or more made to an individual or LLC. There are penalties for failing to file form 1099. If the IRS decides that a 1099 should have been issued, you could be subject to a \$30-\$100 penalty and 28% backup withholding per occurrence. Please have all of your vendor's complete form W-9 **BEFORE** payment of any invoices and keep it on file. Form W-9 will contain all the information necessary to complete Form 1099 at year-end.

**Ownership Changes:** If there were any changes made to your corporate owners/shareholders, you must report the information to your accountant as soon as the changes occur.

## Medicare Advantage (MA) Plans — Claim Filing Tips When A Beneficiary Receiving Home Health Services Enrolls / Disenrolls

When a beneficiary is enrolled in an MA plan, the home health services provided during their enrollment period must be submitted and processed by the MA plan, not the Medicare Administrative Contractor (MAC) like CGS.

Review the following tips to help reduce billing issues that often occur when the beneficiary is enrolled in an MA plan:

\*Upon admission for Medicare covered services, review all insurance (including Medicare Part D) cards the beneficiary has and verify the information on the card is valid.

\*Upon admission and prior to billing the MAC, verify whether an MA plan will impact your home health episode dates of service by checking the beneficiary's Medicare eligibility information.

\*Review the Bill Code field on the myCGS "Plan Coverage" tab or the OPT field on ELGA page 1 and/or ELGH page 5 to determine where the claim needs to be sent for payment.

Following these tips can help you better manage your claim processing.

Source: CGS



Visit us at [www.tad-usa.com](http://www.tad-usa.com) for helpful links to information you need to know for your agency!!!

### TAD FREE WEBINARS

TAD Webinars include a variety of topics that will help agency owners and administrators keep current on the latest topics that impact Home Health Agencies. The following Webinars held from 2-3pm EST are open for registration:

**Cost Reports and PS&R:** Thursday, February 15th

**Outliers: the Good, the Bad, and the Ugly:** Thursday, March 15th

For more information about these webinars, or to register, visit us at [www.tad-usa.com](http://www.tad-usa.com) and select "Free Webinars." Space will be limited, so please be sure to register early. Registration for webinars is only available on line. Please note that Webinars are scheduled based on the **Eastern** time zone. New webinars and dates will be posted regularly, so visit us often at [www.tad-usa.com](http://www.tad-usa.com). We hope you will join us!!!!

### **INSPIRATIONAL THOUGHT:**

Life is 10% what happens to me and 90% of how I react to it.!

- Charles Swindoll

