

Customer Support Alert July 15, 2010

UPDATING YOUR FEE SCHEDULE FOR LATEST MEDICARE REVISIONS

This alert applies to all practices that use Alteer Office® to submit claims electronically. On June 25, 2010, the Preservation of Access to Care for Medicare Beneficiaries and Pension Relief Act of 2010 was passed. Section 101 of Pub. L. 111-192 of the act requires a 2.2 percent update to the 2010 Physician Fee Schedule (PFS) effective for dates of service from June 1, 2010 through November 30, 2010. The conversion factor for services finished during this time period is \$36.8729. According to their web site, the Center for Medicare and Medicaid Services (CMS) will provide instructions regarding the reprocessing of claims paid prior to the implementation of these revised files. (For more information about the Medicare PFS, please visit CMS' web site: <http://www.cms.gov/PhysicianFeeSched/>.)

In order to comply with the new regulation, you must: 1) add a stop date to your existing Medicare fee schedule; 2) add a new schedule based on your existing 2010 Medicare Fee Schedule to reflect the 2.2 % increase; and 3) attach the new Medicare fee schedule to your Medicare contract.

To update your Medicare Fee Schedule

- 1 In Alteer Office, go the **Fee Schedules** page in the **Billing Admin** work area.
- 2 In the **Name** column, double-click the current Medicare fee schedule, type a stop date, click **OK**.
- 3 On the **Toolbar**, click **Add** and type a name, description, start and stop dates.
- 4 In the **Based on** drop down list, click the name of your current Medicare Fee Schedule.
- 5 Select the **Adjustment Factors** radial button and in the % box, type **102.2**.
This will automatically round up to the nearest dollar.
- 6 Click **OK** to create the new Medicare Fee Schedule.

Note: Base any newly created Usual and Customary Fee Schedules on this revised fee schedule and re-link the contracts and provider preferences.

To attach your Medicare Fee Schedule to your Medicare Contract

- 1 In Alteer Office, go the **Contracts** page in the **Billing Admin** work area.
- 2 Search for your Medicare contract and double-click it; the **Modify Contract** dialog box appears.
- 3 On the **Fee Schedules** tabbed page, click **Add** and then click the Medicare Fee Schedule you created in the procedure above.
- 4 Click **OK** to link the Medicare Fee Schedule to the Medicare contract.

Caution: If more than one fee schedule is linked to a single contract, the effective dates must not overlap.

Tip: For more details, read the **Online Help** topic, "Updating Fee Schedules" (from within the product, press **F1** and on the **Index** tab, search for keyword: **Fee Schedules**).

If you have any questions or concerns, please contact Alteer Office Technical Support by phone, 949.790.0400, Mon-Fri., 6:00am-5:00pm Pacific time, or by e-mail: AOSupport@VHWus.com.