MEDICAL EXPENDITURE PANEL SURVEY MEDICAL PROVIDER COMPONENT

MEDICAL EVENT FORM

FOR

INSTITUTIONAL PROVIDERS (NON-HOSPITAL FACILITIES)

FOR

REFERENCE YEAR 2009

INSTITUTIONAL EVENT FORM

[COMPLETE ONE FORM FOR EACH STAY]

QUESTIONS 1 THROUGH 3: TO BE COMPLETED WITH MEDICAL RECORDS.

READ ONLY FOR FIRST STAY FOR THIS PATIENT: Someone in (PATIENT)'s family reported that (he/she) was a patient in this facility during 2009.

- 1 CONFIRM PATIENT RECEIVED SERVICES (GO TO Q1)
- 2 FACILITY KNOWS PATIENT BUT NO EVENTS RECORDED FOR 2009 (GO TO NEXT PATIENT, PAIR IS FINAL)
- 3 FACILITY DOES NOT KNOW PATIENT (GO TO NEXT PATIENT, REVIEW TO SEE IF DISAVOWAL IS ELIGIBLE FOR CONVERSION)

		MEDICAL RECORDS
1.	What were the admit and discharge dates of the (first/next) stay?	MO DAY YR ADMIT:/ DISCHARGE:/ NOT YET DISCHARGED1
2a.	I need the diagnoses for this stay. I would prefer the ICD-9 codes (or DSM-IV codes), if they are available.	CODE DESCRIPTION
	IF CODES ARE NOT USED, RECORD DESCRIPTIONS.	
	[SYSTEM WILL ALLOW FOR A MAXIMUM OF 5 ICD-9 CODES TO BE COLLECTED]	
3.	Please give me the name, specialty, and telephone number of each physician who provided services during the stay starting on (ADMIT DATE) and whose charges might not be included in the facility bill. We are interested in physicians with whom	RECORD NAMES ON SEPARATELY BILLING DOCTOR FORM. IF RESPONDENT IS NOT SURE WHETHER A PARTICULAR DOCTOR'S CHARGES ARE INCLUDED IN THE FACILITY BILL, RECORD INFORMATION FOR THAT DOCTOR ON SEPARATELY BILLING DOCTOR FORM.
	your facility has contractual arrangements, not the patient's private physician.	DOES NOT HAVE THIS INFORMATION0 COLLECT CONTACT INFORMATION FOR PERSON WITH RECORDS
		SEPARATELY BILLING DOCTORS FOR THIS EVENT1
		NO SEPARATELY BILLING DOCTORS FOR THIS STAY2
4a.	Have we covered all of this patient's stays during the calendar year 2009?	YES, ALL STAYS COVERED

4b	IF ALL STAYS ARE RECORDED FOR THIS PATIENT, REVIEW NUMBER OF	NO DIFFERENCE OR FACILITY REPORTED MORE STAYS THAN
	STAYS REPORTED BY HOUSEHOLD.	HOUSEHOLD 1 (GO TO ENDING FOR MEDICAL RECORDS)
		FACILITY RECORDED FEWER
		STAYS 2
		[DCS ONLY] PROBE: (PATIENT NAME) reported (NUMBER) stays at (FACILITY) during 2009, but I have only recorded (NUMBER) stays. Do you have any information in your records that would explain this discrepancy?
		DON'T KNOW
		OTHER (SPECIFY):4
		(GO TO ENDING FOR MEDICAL RECORDS)
		ING FOR MEDICAL RECORDS: ATIENTS, THANK RESPONDENT AND END. THEN ATTEMPT OR ADMINISTRATIVE OFFICE.

QUESTIONS 5 THROUGH END: TO BE COMPLETED WITH PATIENT ACCOUNTS.

According to Medical Records, (PATIENT NAME) was a patient in your facility during the period from (ADMIT DATE) to (DISCHARGE DATE/END OF 2009).

- 1 CONFIRM PATIENT RECEIVED SERVICES (GO TO Q5)
- 2 FACILITY KNOWS PATIENT BUT NO EVENTS RECORDED FOR 2009 (GO TO NEXT PATIENT, PAIR IS FINAL)
- 3 FACILITY DOES NOT KNOW PATIENT (GO TO NEXT PATIENT, REVIEW TO SEE IF DISAVOWAL IS ELIGIBLE FOR CONVERSION)
- 5. Was the facility reimbursed for this stay on a feefor-service basis or a capitated basis?

EXPLAIN IF NECESSARY:

Fee-for-service means that the facility was reimbursed on the basis of the services provided.

Capitated basis means that the patient was enrolled in a prepaid managed care plan, such as an HMO, and reimbursement to the facility was not based on the services provided.

IF IN DOUBT, CODE FEE-FOR-SERVICE.

BASIC CHARGES

6. What was the **full established charge** for room, board, and basic care for this stay, before any adjustments or discounts, between (ADMIT DATE) and (DISCHARGE DATE/END OF 2009)?

EXPLAIN IF NECESSARY: The **full established charge** is the charge maintained in the facility's master fee schedule for billing private pay patients. It is the "list price" for the service, before consideration of any discounts or adjustments resulting from contractual arrangements or agreements with insurance plans.

IF NO CHARGE: Some facilities that don't charge for each individual service do associate dollar amounts with services in their records for purposes of budgeting or cost analysis. This kind of information is sometimes call a "charge equivalent." Could you give me the charge equivalent for this stay?

VERIFY: Is this the total full established charge or "list price" for these services? IF NOT, RECORD FULL ESTABLISHED CHARGE.

6a. Why is there no charge for room, board, and basic care for this stay?

\$	(GO TO	Q7)
CAN'T GIVE TOTAL CHARGE	991	(GO TO Q10)
NO CHARGE	992	(GO TO Q6a)

FULL ESTABLISHED CHARGE OR CHARGE EQUIVALENT:

 FACILITY ASSUMES COST
 1

 PREPAID TO CONTINUING CARE
 2

 STATE-FUNDED INDIGENT CARE
 3

 (NOT MEDICAID)
 3

 RELIGIOUS ORGANIZATION
 4

 VA FACILITY
 5

 OTHER (SPECIFY)
 6

(GO TO Q14)

7.	From which of the following sources has the facility received payment for this charge and how much was	a. Patient or Patient's Family;	\$				
	paid by each source?	b. Medicare;	\$				
	SELECT ALL THAT APPLY	c. Medicaid;	\$				
	[DCS ONLY] IF NAME OF INSURER, PUBLIC, OR HMO, PROBE: And is that Medicare, Medicaid, or private insurance?	d. Private Insurance;	\$				
		e. VA/Champva;	\$				
	[SYSTEM WILL ALLOW FOR A MAXIMUM OF 20	f. Tricare;	\$				
	SOURCES OF PAYMENT TO BE COLLECTED]	g. Worker's Comp; or	\$				
	OTHER SPECIFY: PROBE FOR SOURCE OF FUNDS AND TYPE OF PLAN.	h. Something else? (IF SOMETHING ELSE: What was that?)					
	IF PROVIDER VOLUNTEERS THAT PATIENT PAYS A MONTHLY PREMIUM, VERIFY: So, you receive a monthly payment rather than payment for the specific service? IF YES: GO BACK TO Q5 AND CODE AS CAPITATED BASIS		\$				
8.	I show the total payment as [SYSTEM WILL COMPUTE AND DISPLAY TOTAL]. Is that correct? IF NO, CORRECT ENTRIES ABOVE AS NEEDED.	TOTAL PAYMENTS	\$				
	BOX O TOTAL PAYMENTS EQUAL TOTAL CHARGE?	.1					
	YES, AND ALL PAID BY PATIENT OR PATIENT'S FAMILY 1 (GO TO Q14)						
1 1	LJ. AND ALL FAID DI FATIENT UK FATIENT 3 FAMIL	1 I (GO IO W14)					

DO TOTAL PAYMENTS EQUAL TOTAL CHARGE?	
YES, AND ALL PAID BY PATIENT OR PATIENT'S FAMILY 1	1 (GO TO Q14)
YES, OTHER PAYERS	2 (GO TO Q8a)
NO	3 (GO TO Q9)
IF, AFTER VERIFICATION, PAYMENTS DO NOT EQUAL CHARGE O	COMPLETE Q9 AND GO TO Q14

8a. I recorded that the payment(s) you received equal the charge. I would like to make sure that I have this recorded correctly. I recorded that the total payment is [SYSTEM WILL DISPLAY TOTAL PAYMENT FROM Q8]. Does this total payment include any other amounts such as adjustments or discounts, or is this the final payment? IF NECESSARY, READ BACK AMOUNT(S) RECORDED IN Q7.

YES, FINAL PAYMENTS RECORDED IN Q7 AND Q8	1 (GO TO Q14)
NO	2 (GO BACK TO Q7)

9.	It appears that the total payments were (less than/morthan) the total charge. What is the reason for this difference?	re PAYMENTS LESS THAN CHARGE: Adjustment or discount a. Medicare limit or adjustment;	<u>YE</u>	<u>ES</u> 1	<u>NO</u> 2
	CODE 1 (YES) FOR ALL REASONS MENTIONED.	b. Medicaid limit or adjustment;c. Contractual arrangement with insure	r	1	2
		or managed care organization; d. Courtesy discount;		1	2 2
		e. Insurance write-off;		1	2
		f. Worker's Comp limit or adjustment;		1	2
		g. Eligible veteran; or		1	2
		h. Something else?(IF SOMETHING ELSE: What was th		1	2
		Expecting additional payment i. Patient or Patient's Family;		1	2
		j. Medicare;		1	2
		k. Medicaid;		1	2
		I. Private Insurance;		1	2
		m. VA/Champva;		1	2
		n. Tricare;		1	2
		o. Worker's Comp; or		1	2
		p. Something else?(IF SOMETHING ELSE: What was the		1	2
		q. Charity care or sliding scale; r. Bad debt;		1 1	2
		PAYMENTS MORE THAN CHARGE:			0
		s. Medicare adjustment;t. Medicaid adjustment;		1	2 2
		u. Private insurance adjustment; or		1	2
		v. Something else?		1	2
		(IF SOMETHING ELSE: What was the			
		(GO TO Q14)			
10.	Can you tell me what the facility's full established daily rate for room and board and basic care was	\$	(GO TC	D Q	11)
	during this stay?	RATE CHANGED DURING STAY 991 (NO CHARGE992	(GO TC		-
10a	. Why was there no charge for room, board, and	FACILITY ASSUMES COST	1		
100	basic care for this stay?		2		
		RELIGIOUS ORGANIZATION	3		
			4		
			5		
		OTHER (SPECIFY)	6		
		(GO TO Q14)			
11.	For how many days was the patient charged during this stay? (Please give only the days during 2009.)	# DAYS			
		N'T PROVIDE TOTAL DAYS, GO TO Q12. HERWISE, CONTINUE.			
	L				

11a. From which of the following sources has the facility received payment for these charges and how much was	a. Patient or Patient's Family;	\$
paid by each source?	b. Medicare;	\$
SELECT ALL THAT APPLY	c. Medicaid;	\$
[DCS ONLY] IF NAME OF INSURER, PUBLIC, OR HMO, PROBE: And is that Medicare, Medicaid, or	d. Private Insurance;	\$
private insurance?	e. VA/Champva;	\$
[SYSTEM WILL ALLOW FOR A MAXIMUM OF 20	f. Tricare;	\$
SOURCES OF PAYMENT TO BE COLLECTED]	g. Worker's Comp; or	\$
OTHER SPECIFY: PROBE FOR SOURCE OF FUNDS AND TYPE OF PLAN.	h. Something else? (IF SOMETHING ELSE: What was that?)	
IF PROVIDER VOLUNTEERS THAT PATIENT PAYS A MONTHLY PREMIUM, VERIFY: So, you receive a monthly payment rather than payment for the specific		\$
service? IF YES: GO BACK TO Q5 AND CODE AS CAPITATED BASIS		
11b. I show the total payment as [SYSTEM WILL COMPUTE AND DISPLAY TOTAL]. Is that correct? IF NO, CORRECT ENTRIES ABOVE AS NEEDED.	TOTAL PAYMENTS	\$

(GO TO Q14)

12. Perhaps it would be easier if you gave me the information billing period by billing period.

BILLING PERIOD #1

BILLING PERIOD # BILLING START DATE:// MO DY YR BILLING END DATE://		12-1. Between (BP DATES), how many days was the patient charged for room and board and basic care? IF # BILLED DAYS IS LES IN BP, Please explain why the patient was charged for and basic care is less that the patient was charged for any basic care is less that the patient was charged for any basic care is less that the patient was charged for any basic care is less that the patient was charged for any basic care is less that the patient was charged for any basic care is less that the patient was charged for any basic care is less that the patient was charged for any basic care?		n why the number of days rged for room and board less than the number of	
MO # DAYS IN BILLING PERIOD: _	DY YR	# BILLED DAYS	days in the billing period:		
12-2. Between (BP DATES), what was the private pay rate for room and board and basic care (PERSON) received? If the rate changed, please give me the first one.	12-3. How many days would that rate have applied during this billing period? # DAYS (GO TO Q12-6)			12-6. LOOK AT Q12-1. ARE ALL BILLED DAYS ACCOUNTED FOR? Yes 1 [RATE WILL BE RECORDED IN Q12-8] No 2 (GO TO Q12-2A)	
12-2A. Between (BP DATES), what other private pay rate applied to the basic care that (PERSON) received? \$	12-3A. On what date did this rate begin? // MO DY YR DK8	12-4A. During this billing period, how many days would that rate have applied? # DAYS:	12-5A. Why did the rate change? CODE ONLY ONE. LEVEL OF CARE 1 PATIENT DISCHARGED: TO HOSPITAL 2 TO COMMUNITY .3 TO OTHER FACILITY	12-6A. LOOK AT Q12- 1. ARE ALL BILLED DAYS ACCOUNTED FOR? Yes 1 (GO TO Q12-7) No2 (GO TO Q12-2B)	
12-2B. Between (BP DATES), what other private pay rate applied to the basic care that (PERSON) received? \$	12-3B. On what date did this rate begin? // MO DY YR DK8	12-4B. During this billing period, how many days would that rate have applied? # DAYS:	12-5B. Why did the rate change? CODE ONLY ONE. LEVEL OF CARE1 PATIENT DISCHARGED: TO HOSPITAL2 TO COMMUNITY .3 TO OTHER FACILITY	12-6B. LOOK AT Q12- 1. ARE ALL BILLED DAYS ACCOUNTED FOR? Yes 1 (GO TO Q12- 7) No2 [SYSTEM WILL REGENERATE 12-2B AS NECESSARY]	
12-7 Is (RATE IN 12-2A/12-2	2B/ETC.) the private p	ay rate that applied at	the end of the billing p	period?	
YES					
12-8. What was the private pay rate that applied at the end of the billing period? \$					

13.	From which of the following sources did the facility receive payments for this billing period and how much was paid by each source?	a. Patient or Patient's Family;	\$
	•	b. Medicare;	\$
	SELECT ALL THAT APPLY	c. Medicaid;	\$
	insurance?	d. Private Insurance;	\$
		e. VA/Champva;	\$.
	[SYSTEM WILL ALLOW FOR A MAXIMUM OF 20	f. Tricare;	\$
	SOURCES OF PAYMENT TO BE COLLECTED]	g. Worker's Comp; or	\$
	OTHER SPECIFY: PROBE FOR SOURCE OF FUNDS AND TYPE OF PLAN. IF PROVIDER VOLUNTEERS THAT PATIENT PAYS A MONTHLY PREMIUM, VERIFY: So, you receive a	h. Something else? (IF SOMETHING ELSE: What was that?)	\$
	monthly payment rather than payment for the specific service? IF YES: GO BACK TO Q5 AND CODE AS CAPITATED BASIS		
13a	I show the total payment for this billing period as [SYSTEM WILL COMPUTE AND DISPLAY TOTAL]. Is that correct?		
	IF NO, CORRECT ENTRIES ABOVE AS NEEDED.	TOTAL PAYMENTS	\$
□N	EXT BILLING PERIOD [SYSTEM WILL REGENERATE Q12, C		
⊔N	O MORE BILLING PERIODS (GO TO Q14)		

ANCILLARY CHARGES

14.	Did (PATIENT) have any health-related ancillary charges for this stay? (That is, were there charges for additional services not included in the basic rate?)		S 1	(GO TO Q2	22)	
15.	What was the total of full established charges for health-related ancillary care during this stay? Please exclude charges for non-health related services such as television, beautician services, etc.	ТО	TAL CHARGES:	\$	<u> </u>	(GO TO Q16)
	EXPLAIN IF NECESSARY: Ancillaries are facility charges that are not included in the basic charge. Ancillary charges may include laboratory, radiology, drugs and therapy (physical, speech, occupational).		CHECK HERE IF R HEALTH AND NON CHARGES (GO TO CHECK HERE IF R ANCILLARY CHAR	I-HEALTH RE Q16). ESPONDEN	ELATED ANC T CAN'T GIVE	ILLARY
"list	RIFY: Is this the total of full established charges or price" for these service(s)? IF NOT, RECORD LESTABLISHED CHARGES.					
16.	From which of the following sources has the facility received payment for these charges and how much paid by each source?	was	a. Patient or Patienb. Medicare;	t's Family;	\$ \$	·
	SELECT ALL THAT APPLY		c. Medicaid;		\$	•
	[DCS ONLY] IF NAME OF INSURER, PUBLIC, OR HMO, PROBE: And is that Medicare, Medicaid, or private insurance?		d. Private Insurancee. VA/Champva;	e;	\$ \$	
	[SYSTEM WILL ALLOW FOR A MAXIMUM OF 20 SOURCES OF PAYMENT TO BE COLLECTED]		f. Tricare;	or	\$ \$	
	OTHER SPECIFY: PROBE FOR SOURCE OF FUNDS AND TYPE OF PLAN.		g. Worker's Comp; h. Something else? (IF SOMETHING What was that?)	B ELSE:	\$	·
	I show the total payment as [SYSTEM WILL COMPU' AND DISPLAY TOTAL]. Is that correct? IF NO, CORRECT ENTRIES ABOVE AS NEEDED.	TE	TOTAL PAYMEN	ITS	\$	
DO	O TOTAL PAYMENTS EQUAL TOTAL CHARGES?	ВОХ	(2			
Y	ES, AND ALL PAID BY PATIENT OR PATIENT'S F	AMIL	Y 1 (GO TO	Q22)		
Y	ES, OTHER PAYERS		2 (GO TO	Q17a)		
N	o		3 (GO TO	Q18)		
IF	AFTER VERIFICATION, PAYMENTS DO NOT EQU	JAL (CHARGES COMPLE	TE Q18 AND	GO TO Q22	
17a	I recorded that the payment(s) you received equal t correctly. I recorded that the total payment is [SYS] total payment include any other amounts such as adj IF NECESSARY, READ BACK AMOUNT(S) RECOR	TEM \ ustme	WILL DISPLAY TOTA ents or discounts, or i	AL PAYMEN	Γ FROM Q17]	
	YES, FINAL PAYMENTS RECORDED IN	N Q16	S AND Q17	1 (G	O TO Q22)	

18. It appears that the total payments were (less than/more than) the total charges. What is the reason for this difference?

CODE 1 (YES) FOR ALL REASONS MENTIONED.

PAYMENTS LESS THAN CHARGES: Adjustment or discount	<u>YES</u>	<u>NO</u>
a. Medicare limit or adjustment;b. Medicaid limit or adjustment;		2 2
c. Contractual arrangement with insurer or managed care organization;	1 1 1 1	2 2 2 2 2 2
Expecting additional payment i. Patient or Patient's Family; j. Medicare; k. Medicaid; l. Private Insurance; m. VA/Champva; n. Tricare; o. Worker's Comp; or p. Something else? (IF SOMETHING ELSE: What was that?)	1 1 1 1 1 1	2 2 2 2 2 2 2 2 2
q. Charity care or sliding scale;r.		2 2
PAYMENTS MORE THAN CHARGES: s. Medicare adjustment; t. Medicaid adjustment; u. Private insurance adjustment; or v. Something else?	1	2 2 2 2

(GO TO Q22)

19. Perhaps it would be easier if you gave me the information billing period by billing period.

	BP1	BP2	BP3	BP4	BP5	LAST BP	
a. First, what was the start date of the first billing period in which (PATIENT) was a patient? ENTER MONTH ONLY IF BILLING PERIOD IS MONTHLY.	(MONTH) (GO TO Q19c)						
	or //	or //	or //	or //	or //	or //	
	(START DATE)						
b. And what was the end date?	//_ (END DATE)	//_ (END DATE)	// (END DATE)	//_ (END DATE)	//_ (END DATE)	// (END DATE)	
c. What was the total of full established charges for health-related ancillary care during this billing period? Please exclude charges for non-health related services such as television, beautician services, etc.	\$	\$	\$	\$	\$	\$	
	(GO TO NEXT BP)						
20. From which of the following sources did the facility receive payments for ancillary charges for this billing period and how much was paid by each source? SELECT ALL THAT APPLY							
a. Patient or Patient's Family;	\$	\$	\$	\$	\$	\$	
b. Medicare;	\$	\$	\$	\$	\$	\$	
c. Medicaid;	\$	\$	\$	\$	\$	\$	
d. Private Insurance;	\$	\$	\$	\$	\$	\$	
e. VA/Champva;	\$	\$	\$	\$	\$	\$	
f. Tricare;	\$	\$	\$	\$	\$	\$	
g. Worker's Comp; or	\$	\$	\$	\$	\$	\$	
h. Something else? (IF SOMETHING ELSE: What was that?)	\$	\$	\$	\$	\$	\$	
	(GO TO NEXT BP)	(GO TO Q22)					

20a. [SYSTEM WILL GENERATE AFTER Q20 FOR EACH BILLING PERIOD IN Q19]
I show the total payment as [SYSTEM WILL COMPUTE AND DISPLAY TOTAL]. Is that correct?
IF NO, CORRECT ENTRIES ABOVE AS NEEDED.

	CAPITATI	VEQ NO	
21a.	What kind of insurance plan covered the patient for this stay? Was it: [DCS ONLY] IF NAME OF INSURER, PUBLIC, OR HMO, PROBE: And is that Medicare, Medicaid, or private insurance? OTHER SPECIFY: PROBE FOR SOURCE OF FUNDS AND TYPE OF PLAN.	a. Medicare;	1 2 1 2 1 2 1 2 1 2 1 2 1 2
21b.	What was the monthly payment from that plan?	\$	
21c.	Was there a co-payment for any part of this stay?	YES	1 2 (GO TO Q21g)
21d.	How much was the co-payment? [DCS ONLY] PROBE TO DETERMINE IF FOR DAY, WEEK, ETC.	\$ per DAY WEEK MONTH OTHER SPECIFY: DON'T KNOW	2 3 4
21e.	For how many (days/weeks/months/other) was the co-payment paid?	# DON'T KNOW	98
21f.	Who paid the co-payment? Was it: [DCS ONLY] IF NAME OF INSURER, PUBLIC, OR HMO, PROBE: And is that Medicare, Medicaid, or private insurance? OTHER SPECIFY: PROBE FOR SOURCE OF FUNDS AND TYPE OF PLAN.	a. Patient or Patient's Family;b. Medicare;c. Medicaid;d. Private Insurance; ore. Something else? (IF SOMETHING ELSE: What was that?)	1 2 1 2 1 2 1
21g	. Do your records show any other payments for this stay?	YES	
21h.	From which of the following other sources has the facility received payment for this stay and how much was paid by each source? SELECT ALL THAT APPLY [DCS ONLY] IF NAME OF INSURER, PUBLIC, OR HMO, PROBE: And is that Medicare, Medicaid, or private insurance?	a. Patient or Patient's Family; b. Medicare; c. Medicaid; d. Private Insurance; e. VA/Champva; f. Tricare; g. Worker's Comp; or h. Something else? (IF SOMETHING ELSE:	\$
	OTHER SPECIFY: PROBE FOR SOURCE OF FUNDS AND TYPE OF PLAN.	What was that?)	\$
22.	ARE THERE ANY ADDITIONAL STAYS FOR THIS PATIENT TO BE ACCOUNTED FOR?	OF NEXT EN	SECTION (Q5) /ENT FORM.)

END.)