

BBA EXCEPTION PROCESS

Follow Medicaid Guidelines as stated below in the Hospital Services Coverage and Limitations Handbook. The only difference is the claims will be sent to First Coast Advantage.

Florida Medicaid recipients age 21 and older are limited to 45 hospital inpatient days and \$1,500 in hospital outpatient services each State Fiscal Year (July 1 to June 30), with the outpatient exemptions indicated on Appendix B, Medicaid-Covered Outpatient Revenue Center Codes. However, if emergency criteria in the Federal Balanced Budget Act of 1997 (BBA) are met, providers may submit hospital emergency claims for consideration of payment above and beyond the inpatient and outpatient cap limits.

INPATIENT CLAIMS

Which Claims Qualify for Submission?

1. Emergency claims for adults who have exhausted their Medicaid hospital inpatient benefit
2. Emergencies are indicated by type of admission “1” (Emergency) or “5” (Trauma) in Form Locator 19 of the UB-92 claim form.

What Is the Time Limit for Submissions?

1. The 12-month filing limit applies to all claims submitted for BBA consideration.
2. Claim packages must be submitted no later than 12 months from the date of service or the date of discharge

What Claims Are NOT Eligible for BBA Consideration?

1. Claims for adults with Medicare, commercial or other third party insurance, even when benefits are exhausted under these non-Medicaid primary insurers. (Medicaid does not assume coverage of emergencies for other insurers.)

2. Claims more than 12 months past the date of service or the date of discharge.
3. Non-emergency claims.

What Must Be Included in the Submission Package?

1. A **cover letter** on hospital letterhead. The letter must state the request for an exception to the 45-day cap; must be legibly signed by a person who can be contacted, if necessary; must include a business phone number where the contact person can be reached; and must include a return address.
2. Clean **UB-92** for unpaid days. The type of bill in Form Locator 4 should be 111, 112, 113, or 114.
3. Report **only** the days for which you are seeking additional reimbursement in Form Locator 6.
4. Even if the patient's hospital benefits were exhausted in the middle of a hospitalization, **BILL ONLY THE UNPAID DAYS.**
5. Form Locator 19 (Type of Admission) must indicate an emergency admission. Please note that changing the type of admission for the sole purpose of seeking Medicaid BBA payment is a billing impropriety
6. Certain revenue center codes, such as 0360 (Operating Room), require an accompanying ICD-9 procedure code in Form Locator 80. Make sure claims include the procedure code and the actual date of the procedure when such revenue center codes are listed. Not doing so causes an Edit 196 denial, which cannot be overridden.
7. Otherwise, complete the UB claim as usual with the required entries.
8. A copy of the **Remittance Voucher** showing the denial or cutback due to benefits being exhausted.
 - **Medical records:**
 - History and Physical
 - Discharge Summary
 - Physician Orders and Progress Notes
 - **DO NOT** send nurses' notes or pages of medications the patient was administered in the hospital.

Proper Packaging of Claims

1. **DO NOT** use staples on any documents in the package; use rubber bands instead to hold the package together.
2. **IMPORTANT:** Packages that are not complete upon arrival at FCA will be immediately returned to the provider without being reviewed.

3. Mail packages to the following address:

**First Coast Advantage
580 W. 8th Street, T-20
Jacksonville, FL 32209
Attn: BBA Claims Processing**

What Happens to the Claim After It Is Submitted?

1. The claim and medical review is completed by First Coast Advantage.
2. If the admission meets criteria and is approved the provider will receive a letter of approval from First Coast Advantage.
3. The claim is then forwarded on the Agency for HealthCare Administration for processing and payment.
4. If the claim does not meet criteria the provider will receive a letter of denial from First Coast Advantage.