


Physicians' Billing Office		
SECTION:	<u>COMPLIANCE</u>	POLICY NUMBER: <i>C606</i>
PROCEDURE TITLE:	PLACE OF SERVICE (POS) BILLING	PAGE: 1 of 2
APPROVALS: FPG CAOs, CARECONNECT, PBO	DATE: 08/01/14	ISSUED: 08/01/2014 EFFECTIVE: 09/01/14
SUPERSEDES: N/A		

OVERVIEW:

The objective of these policy is to establish accountability in various departments / entities of the enterprise, which are involved in requesting a build of new access points (facility / clinic / department / resource) in the CareConnect EHR system, building and maintaining these access points and ensuring proper POS billing to third party payors based on current licensure of the access point.


POLICY:

A. UCLA Faculty Practice Group (FPG) department leadership:

- I. Shall submit a new Access Point (facility / clinic / department / resource) request to CareConnect for initial build, indicating the appropriate *Place of Service* information (i.e. "practice" vs. "facility" owned) based on the current licensure of the Access Point.
- II. Shall submit a *Place of Service* status change request for an existing Access Point to CareConnect, should the licensing information (i.e. "practice" to "facility" owned, or vice versa) change at any time after the initial set up of the *Place of Service* record.
- III. Shall coordinate obtaining licensure information for initial requests and/or revisions of existing records with hospital management when necessary and appropriate.
- IV. Requests shall be signed off by either the CAO of the FPG Department, or the CAO designee.

B. UCLA CareConnect build team:

- I. Shall build the new Access Point with an appropriate *Place of Service* code, as well as other applicable automated processes within the revenue cycle applications of the EHR system, which drive *Pace of Service* codes on claims.
- II. Shall ensure proper and timely updates to *Place of Service* build for existing Access Points, as requested by UCLA FPG department leadership.
- III. Shall maintain all requests for new and existing *Place of Service* record requests in compliance with UCLA policy on retention of business documents.

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C. UCLA FPG Physicians' Billing Office (PBO):

- I. Shall ensure proper indication of *Place of Service* codes on claims to third party payors, as linked in CareConnect.
- II. Shall periodically review billing patterns to validate proper *Place of Service* billing on claims.

REVISION HISTORY:

N/A