

## COVID Billing Guide – Practice Solutions Based

Please note. This is a *guide* only. Your billing team may have an alternative methodology to submit billing. This is what worked in our clinic and hopefully will support yours.

Our clinic was not successful in billing COVID work through existing bill book of providers (see OHIP bulletin excerpts below which may explain why this method resulted in errors). Our FHT also has a history of having multiple “Bill Books” per provider to help with tracking billing from various streams of work. As such, we elected to create an additional bill book per provider for COVID related work. We have been successfully able to submit using this “work around”.

*\*\*\*Billing guidance continues to evolve. This guide is up to date as of Dec 30, 2020. Please ensure you adjust your practice to meet ongoing submission requirements.*

### Sessional Fee Schedule Codes (from OHIP Bulletins)

**H409:** COVID-19 Sessional Unit per one hour period or major part thereof, Monday to Friday 7 a.m to 5 p.m-\$170.00

**H410:** COVID-19 Sessional Unit per one hour period or major part thereof, Saturdays, Sundays, holidays, or Monday to Friday 5 p.m to 7 a.m-\$220.00

### Assessment Centres Fee Schedule Codes H409A and H410A

- H409A and H410A must be billed with the **unique group number** assigned to each individual Assessment Centre.
- Claims submitted for (FSC)s H409A and H410A are only eligible for payment if submitted with payment type (HCP).
- Claims submitted for Fee Schedule Codes **H409A and H410A must be billed with a blank health number (no zeroes or spaces in that field)**. If not the claim will reject “VHB-No HN Required for (FSC)”.
- Claims submitted for Fee Schedule Codes H409A and H410A must be billed with a **blank version code and blank date of birth**.
- H409A is for services provided Monday to Friday 7am to 5pm and is not payable on weekends and statutory holidays.
- H410A is for services provided Monday to Friday 5pm to 7am and all day on weekends and statutory holidays.
- If a claim is submitted with an Assessment Centre group number for any fee code other than H409A or H410A, the claim will reject “ESF-Not eligible to bill (FSC)”.
- If a claim is submitted for H409A/H410A and billed with any group number other than an Assessment Centre, the claim will reject “ESF-Not eligible to bill (FSC)”.
- H409A/H410A are excluded non-core services in all Primary Care Patient Enrolment Models and all Primary Care Specialized contracts/agreements.
- H409A/H410A will pay fee-for-service when submitted by any physician who participates in Assessment Centre work.
- Physicians rendering services at the Assessment Centre are not required to apply for affiliation to the Group, but are required to submit their claims for rendered services in conjunction with the group number.
- **Physicians should contact their Assessment Centre administrator to obtain their group number in order to submit their claims.**

### Inquiries

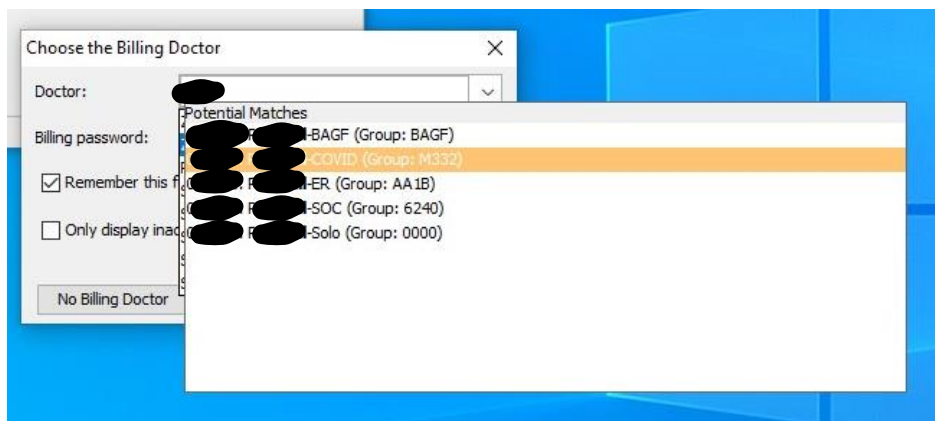
For any further inquiries, please [contact the Service Support Contact Centre](#) at 1-800-262-6524.

**Step 1: create Bill Book specific to Covid Assessment Centre (requires Telus support). See link for steps.**

[https://help.pssuiteemr.com/5.18/on/en/Content/03\\_User/Setting\\_up/Creating\\_bill\\_book.htm?Highlight=group%20number](https://help.pssuiteemr.com/5.18/on/en/Content/03_User/Setting_up/Creating_bill_book.htm?Highlight=group%20number)

**Step 2: Select Bill Book specific to COVID work which should have Group number reflecting AC you are approved for by MOH.**

**Settings → Change Billing Doctor (or Ctrl-Shft-U)**



**Step 3:** Start a new bill. See top line to ensure your billing number and group number associated with AC are present).

MOH #:

Billing doctor: NI-COVID M332

Bill to:  MOH  WSIB  Patient  Other  Non-Professional

Institution:

Admission:

Patient name/#: TEST, TEST TEST (Tess)

#4535 1930/11/13 Dr: AGF

ON 5316537579 AA 281 COBOURG STREET ADDRESS LINE 2

Details/diagnosis: ← →

SLI:

Services Provided

Code	Description	Date	Diag	#	Fee

Manual review requested  WSIB

Comments:

Paid To Date:

No recall  1 mo  2 mo  3 mo  4 mo  6 mo  1 yr  2 yr

Edit Cancel Save & Add Save Close

**Step 4:** Leave patient blank (done under test patient here for demonstration only). Leave details blank though we have heard of clinics where they were successful putting in 080 (temporary covid code).

Input number of hours under “#”. Ensure Fee adjusts to reflect number of hours and appropriate totals.

Save and submit using usual billing practices.

Details/diagnosis:

SLI:

Services Provided

Code	Description	Date	Diag	#	Fee
H409A	COVID-19 Sessional Unit per hr	Dec 30, 2020	000	1	170.00

Manual review requested  WSIB

Comments:

Paid To Date:

No recall  1 mo  2 mo  3 mo  4 mo  6 mo  1 yr  2 yr

Total: 170.00

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