

# Operations Bulletin

Operations Bulletin No. 6

Published by Medical Services Branch at 306-787-3454

April 1, 2016

## **IMPORTANT HEALTH WEBSITE LINKS HAVE CHANGED**

With the implementation of the new Government website on February 1, 2015, important links have changed.

The new Government of Saskatchewan website is [www.saskatchewan.ca](http://www.saskatchewan.ca).

### **Providers Section:**

All Medical Services Branch Payment Schedules, Newsletters and Operations' Bulletins are available the link below:

<http://www.saskatchewan.ca/government/health-care-administration-and-provider-resources>

### **Forms:**

All Medical Services Branch forms are available at the link below:

<http://www.saskatchewan.ca/government/health-care-administration-and-provider-resources/ministry-of-health-forms>

This link includes the following forms:

- Direct Deposit request
- Income Statement request
- Review of Claims Assessment
- Medical Statement request
- Physician Profile request
- Practitioner Change request
- Professional Corporation request
- Application/renewal form for a Licence to Operate a Medical Laboratory
- Physician Compensation Quality Improvement Program (PCQIP)
- New Clinic application

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**STATUTORY HOLIDAYS TO JANUARY 2017**

<b>HOLIDAY</b>	<b>ACTUAL DATE</b>	<b>OBSERVED ON</b>	<b>SUBMISSION DATE IMPACT</b>	<b>PAYMENT DATE IMPACT</b>
Victoria Day	Monday May 23, 2016	Monday May 23, 2016	None	None
Canada Day	Friday July 1, 2016	Friday July 1, 2016	None	None
Family Day	Monday August 1, 2016	Monday August 1, 2016	None	None
Labor Day	Monday September 5, 2016	Monday September 5, 2016	None	Run jb: Moved to Tuesday September 6
Thanksgiving	Monday October 10, 2016	Monday October 10, 2016	None	None
Remembrance Day	Friday November 11, 2016	Friday November 11, 2016	None	Run jg: Moved to Tuesday November 15
Christmas Day	Sunday December 25, 2016	Tuesday December 27, 2016	None	Run jj: Moved to Wednesday December 28
Boxing Day	Monday December 26, 2016	Monday December 26, 2016	None	Run jj: Moved to Wednesday December 28
New Year's Day	Sunday January 1, 2017	Monday January 2, 2017	None	None

Please note that any changes to the run schedule will be communicated via the ICS message window and pay lists. Please check the ICS service website periodically for important messages regarding payment or run information.

**ROYAL CANADIAN MOUNTED POLICE (RCMP) HEALTH COVERAGE**

As of April 1, 2013, all members of the RCMP were eligible for Saskatchewan Health coverage. However, RCMP members are not eligible for Workers' Compensation coverage. For all RCMP members who are confirmed to require care as a result of a work-related injury, they are to be billed directly, as those claims will be paid to them through their Blue Cross coverage.

Blue Cross requires that the following information be provided:

- Full name
- Date of service
- Diagnosis
- Blue Cross number of the RCMP member

**IMPORTANT REMINDER FOR ONLINE CLAIM SUBMISSIONS**

This is a reminder to review the validation and return reports that are available on the Ministry's Internet Claims Submission (ICS) service website. Your EMR program or billing application may not relay these reports automatically from ICS. These reports will provide you with information about the status of your claims:

**Validation report:** This report contains totals for each clinic/doctor number that was submitted in the run for payment and/or any errors found in your submission prior to the bi-weekly Tuesday claims run.

**Returns.txt:** This report is made available for pick up starting at noon on Wednesdays following the run. It contains the pay list records and any returned or rejected claims. Use this report to reconcile your accounts.

You can access the ICS website by going online to <https://ics.ehealthsask.ca/>

For more information or steps on how to retrieve the reports, please download the ICS User Guide which is available on the ICS website.

**GENERAL INFORMATION AND REMINDERS****PRINTED COPIES OF THE PAYMENT SCHEDULE – NO LONGER AVAILABLE**

Please be advised that after October 1, 2015, Medical Services will no longer be mailing out printed copies of the Physician Payment Schedule. The Physicians' Newsletter and Operation's Bulletin will continue to be mailed out. Copies of the Payment Schedule can be found on the website and link on page 1 of this newsletter.

**DR. ALLAN MILLER – HAS RETIRED FROM MEDICAL SERVICES**

Dr. Allan Miller has retired from his role as Medical Consultant with Medical Services Branch effective December 31, 2015. Dr. Peter Gorman has joined Medical Services as a full-time Medical Consultant. Please direct any medical consultant inquiries to 306-787-8851.

**PHYSICIAN PROFILE REQUEST FORM**

Physician profiles represent a summary of services for which the Ministry of Health has made payment to a physician and a comparison to the group average for physicians in the same type of practice. To request a copy of your profile, please access the Physician Profile Request form under the forms section on the website (link on page 1). Please see Physician Payment Schedule page 35 for payment information.

**INCOME STATEMENTS**

Effective January 1, 2014, prepayment is required for all income statement requests at a charge of \$18.00 annually. Payment must accompany your request form. The Physician Request for Income Statement form can be found under the forms link on page 1.

**VERIFICATION OF HEALTH COVERAGE**

Effective January 1, 2013, Medical Services Branch no longer verifies beneficiary health coverage information by phone or fax. Physicians (licensed to practice in Saskatchewan) who wish to verify the validity of a patient's health coverage are required to request access to the online Person Health Registration System Viewer (PHRS Viewer). To learn more about PHRS viewer, please contact eHealth Saskatchewan at 306-337-0600 or toll free at 1-888-316-7446 or by email at [servicedesk@ehealthsask.ca](mailto:servicedesk@ehealthsask.ca)

**ELECTRONIC REMITTANCES**

Effective August 1<sup>st</sup>, 2015, Medical Services Branch and the Ministry of Finance offer electronic remittance. Electronic remittance allows physicians and clinics to receive an email that outlines payment information rather than a physical direct deposit advice or payment notification. Physicians and clinics benefit from using electronic remittance, as it improves accuracy and timelines of recording revenue, and because payment information is sent prior to funds being deposited.

**To sign up for electronic remittance please download and fill in the appropriate Electronic Remittance Application form (multiple physicians or single physician) which can be found at:**

<http://www.saskatchewan.ca/government/health-care-administration-and-provider-resources/ministry-of-health-forms#medical-services-branch-forms>

**Inquiries related to electronic remittances can be directed to:**

[AccountingUnitMSB@health.gov.sk.ca](mailto:AccountingUnitMSB@health.gov.sk.ca)

**RESUBMITTING CLAIMS REJECTED WITH ‘QA’ EXPLANATORY CODE**

The following are examples of how to resubmit claims rejected with “QA” explanatory code:

**EXAMPLE 1:**

Codes Submitted	April 1, 2015 Rate	October 1, 2015 Rate
25B	\$30.90	\$31.50
26B	\$30.90	\$31.50

**ORIGINAL CLAIM REJECTED AS:**

<b>Code</b>	25B x 10 units/days
<b>Dates of Service</b>	September 25, 2015 to October 4, 2015
<b>Total Fee Submitted</b>	\$309.00
The dates span both versions of the Payment Schedule and must be split into two records to account for the different rates.	

**RESUBMIT CLAIM AS:**

<b>Claim 1 1<sup>st</sup> Hospital Record</b>	<b>Code</b>	25B x 6 units/days
	<b>Dates of Service</b>	September 25, 2015 to September 30, 2015
	<b>Total Fee Submitted</b>	\$185.40 (\$30.90 x 6)
<b>Claim 1 2<sup>nd</sup> Hospital Record</b>	<b>Code</b>	25B x 4 units/days
	<b>Dates of Service</b>	October 1, 2015, to October 4, 2015
	<b>Total Fee Submitted</b>	\$126.00 (\$31.50 x 4)

**EXAMPLE 2:**

Codes Submitted	April 1, 2015 Rate	October 1, 2015 Rate
25B	\$30.90	\$31.50
26B	\$30.90	\$31.50

**ORIGINAL CLAIM REJECTED AS:**

<b>Code 1</b>	25B x 10 units/days
<b>Dates of Service</b>	September 26, 2015 – October 5, 2015 25B
<b>Total Fee Submitted</b>	\$309.00
<b>Code 2</b>	26B x 10 units/days
<b>Dates of Service</b>	October 6, 2015 – October 15, 2015
<b>Total Fee Submitted</b>	\$309.00
<p>The dates span both versions of the Payment Schedule and must be split into two claims (3 records) to account for the different rates.</p>	

**RESUBMIT CLAIM AS:**

<b>Claim 1 1<sup>st</sup> Hospital Record</b>	<b>Code</b>	25B x 5 units/days
	<b>Dates of Service</b>	September 26, 2015 – September 30, 2015
	<b>Total Fee Submitted</b>	\$154.50 (\$30.90 x 5)
<b>Claim 2 1<sup>st</sup> Hospital Record</b>	<b>Code</b>	25B x 5 units/days
	<b>Dates of Service</b>	October 1, 2015 – October 5, 2015
	<b>Total Fee Submitted</b>	\$126.00 (\$31.50 x 5)
<b>Claim 2 2<sup>nd</sup> Hospital Record</b>	<b>Code</b>	26B x 10 units/days
	<b>Dates of Service</b>	October 6, 2015 – October 15, 2015
	<b>Total Fee Submitted</b>	\$315.00 (\$31.50 x 5)