

Operations Bulletin

Operations Bulletin No. 19

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All Medical Services Branch Payment Schedules, Newsletters, Operations Bulletins and forms are available at:
<https://www.ehealthsask.ca/services/resources/establish-operate-practice/Pages/Physicians.aspx>

FORMS

- Electronic Remittance – Multiple Physicians
- Electronic Remittance – Single Physician
- Direct Deposit Payment Request – Professional Corporation
- Direct Deposit Payment Request – Non-Professional Corporation
- New Clinic Request Application
- Prior Approval for Abdominal Panniculectomy
- Out of Province Claim for Physician Services
- Physician Profile Request Form
- Physician Request for Income Statement
- Practitioner Registry Change Request
- Request for Review of Claim Assessment
- Routine Audit – Request for Information and Response Form
- SAID – Information for Medical Professionals
- Health Provider Questionnaire

BILLING RESOURCES

There are important billing resources, including billing information sheets, available on our website. These documents are provided to all new physicians upon registering with Medical Services Branch (MSB). They are also available for download or viewing at the above link.

SASKATCHEWAN FORMULARY

DID YOU KNOW?

The Formulary and the regular drug listing update Bulletins can be found at the following links:

Saskatchewan Formulary website:

<http://formulary.drugplan.ehealthsask.ca/SearchFormulary>

Bulletins:

<http://formulary.drugplan.ehealthsask.ca/BulletinsInfo>

STATUTORY HOLIDAYS TO APRIL 2023

Holiday	Actual Date	Observed On	Submission Date Impact	Payment Date Impact
Thanksgiving	Monday, October 10, 2022	Monday, October 10, 2022	None	Run pe: Payment Date moved to Tues, Oct 11
Remembrance Day	Friday, November 11, 2022	Friday November 11, 2022	None	None
Christmas Day	Sunday, December 25, 2022	Friday, December 23, 2022	None	None
Boxing Day	Monday, December 26, 2022	Monday, December 26, 2022	None	None
New Years Day	January 1, 2023	January 2, 2023	None	Run pk: Payment Date moved to Tues, Jan 3
Family Day	Monday, February 20, 2022	Monday, February 20, 2023	None	None
Good Friday	Friday, April 7, 2023	Friday, April 7, 2023	None	Run pr: Payment Date moved to Tues, April 11

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 each run for important messages regarding payment or run information.

MEDICAL CLAIMS REPLACEMENT PROJECT UPDATE



Medical Service Branch (MSB) is pleased to report that the Medical Claims Replacement Project is entering the final phases of the system build and implementation. Work is progressing and we are rapidly approaching completion of the new Claims Processing System (CPS) and Customer Portal.

For those of you that might not be aware, we have experienced some unanticipated delays due to the complexity of integration specifications and system build. As a result, we are extending our implementation date from September 2022 to February 2023. Once implemented, practitioners and billing staff will enjoy the many benefits of the online claims submission feature of the Customer Portal. The new Customer Portal will replace the current Internet Claims Submission Site (ICS).

The Customer Portal will be multi-purpose:

- You will be able to log an inquiry on the Customer Portal for MSB staff to receive;
- You will be able to download forms from the Customer Portal;
- Claims will be submitted via the Customer Portal;
- Clinics/solo practitioners will have the ability to logon and submit claims on the Customer Portal as an alternative to paper claims.

Future State Customer Portal Process

The Customer Portal will allow you to submit claims online on a daily basis. The payment date for claims processing will remain bi-weekly. However if you choose to submit claims on a daily basis and they pass through the initial Customer Portal checks, they will be processed overnight and you will be advised the following day of any errors in your submission. If there was an error on a claim, you or the person submitting your claims will have the opportunity to correct the error(s) and resubmit prior to the actual bi-weekly run date. You will require an individual e-mail account (not a clinic account) to log into the Customer Portal.

Customer Portal User Experience Group

The Saskatchewan Ministry of Health has now engaged a group of practitioners and billing staff to provide valuable feedback on the Customer Portal solution, including future training materials to ensure the adoption of the new solution is as seamless as possible. We are working with the Customer Portal User Experience Group to document the process for billing staff and/or service bureaus who submit claims on behalf of a practitioner or group of practitioners.

On the Horizon

A training toolkit will be provided to ensure you feel comfortable and confident with the new solution. This will include, webinars, videos and reference materials to support you and your billing staff along your learning journey. Various training dates and times will be offered to accommodate work schedules.

We will provide further updates via your respective professional associations as the project progresses.

Feel free to reach out to MSBClaimsInitiative@health.gov.sk.ca if you have any questions.

VIRTUAL CARE

As per the current physician compensation agreement, the Ministry and SMA agreed that Virtual Care visits are payable to a maximum of 3,000 services per physician per year calendar year. At the turn of the calendar year, the 3,000 service limit will reset. The Medical Services Branch will be issuing a letter to physicians when they reach ~80% of the Virtual Care Pilot service billing limit. However, physicians are encouraged to check how many virtual services they have billed from their EMR and from that calculate the number of remaining billable units. Physicians are also encouraged to submit their billings in a timely manner (the six-month limit to submit billings applies).

MOVING OR CHANGING CLINICS

Physicians, if you are moving or changing clinics please provide a letter in writing, with your signature and the following information to the Physician Registry and Support Services (PRSS) Unit (formerly known as Casework):

- ✓ New Clinic Address
- ✓ Start Date with new clinic
- ✓ End date at previous clinic
- ✓ Physician's Billing Number
- ✓ Clinic Number
- ✓ Group Number
- ✓ E-mail Address

Please contact the Physician Registry and Support Services (PRSS) Unit at 306-798-0013 or prss@health.gov.sk.ca if you have any questions.

If you would like to change your correspondence address, please provide a letter in writing with your signature that states your new correspondence address and the date the address came, or will come into effect.

Every Thursday the College of Physicians and Surgeons of Saskatchewan send correspondence to the PRSS Unit of the Medical Services Branch. This correspondence contains new physicians and physicians that are changing clinics. The PRSS Unit is not able to provide new physicians with a billing number until they receive this correspondence.

If you are moving clinics or changing your EMR, there may be an impact to your billing. It is common for significant business changes to cause duplicate or orphaned claims. Prior to making any changes, please ensure that you are aware of any outstanding claims in your vendor system. Doing so will ensure that you are able to accurately reconcile your billing once the change has been processed.

Please be advised that the Medical Services Branch physician inquiry line can assist with spot-checking a small number of claims, but any reconciliation issues should be discussed and resolved directly with your vendor.

815A – 839A - SURCHARGES AND SPECIAL CALLS

Surcharges/special calls or “callbacks/call outs”, as they are sometimes referred to, are an additional service code that is payable to physicians who are specially called to see a patient. The intent of the surcharge codes (815A-839A) is to compensate physicians for unforeseen medical urgencies that may arise, and when the physician attends to the patient on a priority basis, the visit causes a degree of disruption of work or of out-of-hours activity and travel.

Family practice physicians with extended hours and walk-in clinics during regularly scheduled operating hours utilizing surcharges to manage patient volumes and physician availability is not an appropriate use of surcharges. ***Surcharge codes are not an acceptable management tool in this instance.***

For surcharges to process properly, the order of the claim line(s) is very important. Relevant service(s) are keyed first, with the surcharge after or at the end of the claim. If this is not done, the system may not be able to recognize the eligible service and will reject/return the claim.

Helpful guides are:

- Never bill a surcharge alone
- Never bill a surcharge on the first line of a claim with services following it
- Never bill a surcharge on a separate claim from eligible services on the same day
- Surcharges are based on the number of patients seen, during a specific time of day, and on a specific day of the week. Matching a claim to this criteria will reveal which surcharge is applicable.

VERIFICATION OF HEALTH COVERAGE

We are aware that some EMRs have an eHealth viewer which some offices are using to determine a patient’s eligibility with SK Health, causing some confusion at the time of claim. Physicians (located and 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.

For claims rejected with explanatory code AR, please check your PHRS Viewer. If the patient’s coverage has been updated, please resubmit the claim. If the patient does not have coverage and is still living in Saskatchewan, please advise the patient to contact eHealth Registries at 306-787-3251 or 1-800-667-7551.

THIRD PARTY MEDICAL BILLING

Did you know that the Ministry of Health does not process claims for entities such as Department of Veterans Affairs or Worker's Compensation Board? If you wish to process medical claims for patients covered under their programs, claims must be sent to them directly. Please see 'Services Not Insured by the Ministry of Health' section, points 1 - 3 for more information on how claims for these situations can be addressed or who can be contacted for further information.

DID YOU KNOW?

Members of the Canadian Armed Forces and inmates of Federal Penitentiaries have coverage under federal programs, but spouses or dependents must register for coverage in their province of residence.

OUT OF PROVINCE REFERRING DOCTOR NUMBERS

When the referring doctor is located outside Saskatchewan, please indicate the doctor's name and province on the comments record (max. 77 characters) and code the claim's referring doctor number to the appropriate province below.

Alberta	9908
British Columbia	9909
Manitoba	9907
Ontario	9906
Quebec	9905
Other Provinces	9900

PREPARATION IS THE KEY

When a claim is returned / rejected to you, please refer to the Explanatory Code section of the most recent Payment Schedule. This is the best source of information as to what is required, as the list of codes and their related meaning is outlined there and can periodically change.

Read the descriptor of each Explanatory Code carefully, as each has a separate meaning. There are codes for various purposes, such as:

- supporting documentation is required (ex. AU) before assessment of claim can proceed
- claim received with invalid information (ex. ZM) where claim must be updated and resubmit
- claim is a duplicate in our system (ex. BA) and will not need to be re-submitted at all

CLAIMS UNIT INQUIRY LINE PREPAREDNESS

The following information is required to assist you. Please ensure you have this information available **PRIOR** to contacting the Claims Unit.

- ✓ Patient HSN
- ✓ Physician's Billing Number
- ✓ Run codes
- ✓ Explanatory code, if applicable

DID YOU KNOW?

Different areas handle different Explanatory Codes?
Listed below are the specific codes handled by each area of responsibility:

Claims Processing Support – 306-787-3470
AA – AR, CM, CN, CZ, YA – YS, ZA – ZS except ZG & ZR

Policy, Governance and Audit – 306-787-0496
RA – RX

Physician Claim Inquiries – 306-787-3454
handles everything else

PRIVACY IS OUR HIGEST PRIORITY

Our client's (Physician and Beneficiary alike) personal and confidential information is of the utmost importance and needs to be protected at all times. This is one reason for the tight controls in place around both the Group Number and Certificate.

Group numbers allow a user to submit and pickup billing information from only the practitioner(s) assigned to it through our secure File Transfer site, commonly known as the "ICS site".

Typically, assignment of a Group Number can include situations such as:

- a single practitioner for use in one or many clinics they are part of
- a clinic for use of one practitioner, small groups of practitioners, or all practitioners together
- a Service Bureau for the purpose of billing many physicians, each belonging to different clinics

Your Physician Billing Number, Clinic Number, and Group Number are a unique combination for every location you practice and are the key to your unique access to the submission portal. It is important that you know what they are, how they are used and why they are in place:

- **Physician Billing Number:** Unique number assigned to a Physician for the purpose of billing, identification and payment
- **Clinic Number:** Unique number assigned to a Physician's practice location, whether practice is solo or with other practitioners
- **Group Number:** Unique identifier assigned to Physician(s), clinic or Service Bureau for the collective purpose of transmitting billing securely.

If you move clinics and are not certain of what your Group Number should be, do not just use your prior clinic's Group Number to submit. This is a breach of Privacy.

If you are unsure of what your Clinic or Group Number should be and the new Clinic's billing staff cannot help you, contact the Physician Registry and Support Services area for assistance at 306-798-0013.

REQUEST FOR REVIEW OF CLAIMS ASSESSMENT FORM

Please be advised, the ‘Request for Review of Claims Assessment Form’ should only be used for claims that appear on your pay list. Any ‘returned’ claims must be corrected by the physician or billing clerk and resubmitted electronically.

If you have questions regarding why a claim has been rejected or you require further information required for resubmission, please contact the Claims Unit at (306) 787-3454.

COMMON ERRORS WHEN SUBMITTING REVIEW OF ASSESSMENT FORMS

- **ERROR:** Documentation received without a completed Review of Assessment Form.
SOLUTION: All requests must have a completed Review of Assessment Form in order to be handled by MSB.
- **ERROR:** Incomplete Review of Assessment forms.
SOLUTION: All fields must be complete to handle your request.
- **ERROR:** Operative reports which do not include the surgical start and stop time.
SOLUTION: All operative reports must have surgical start and stop time included.
- **ERROR:** Submission of a review to cite an error, but then resubmitting the claim electronically.
SOLUTION: MSB will handle the correction manually by adjustment. Please do not resubmit your claim.
- **ERROR:** Submission of supportive documentation for previously “AU” claim, but then resubmitting claim electronically
SOLUTION: MSB does not require the resubmission of a previously “AU” claim. We will process the claim by adjustment. Please do not resubmit your claim electronically.

REMINDER: MEDICAL CLAIMS FOR QUEBEC PATIENTS

As a reminder, Quebec is **NOT** part of the Reciprocal Billing Agreement; therefore, not payable by the Ministry of Health. Please bill the patient directly or submit your claim to Quebec Health.

The Out of Province Claim form for Physician Services is located at the following link:

<https://www.ehealthsask.ca/services/resources/Resources/Out%20of%20Province%20Claim%20for%20Physician%20Services.pdf>

Send completed form to:

Régie de l’assurance maladie
Case postale 500
Québec (Québec) G1K 7B4

HEALTH REGISTRATION

Please be advised that effective August 23rd, 2021, Health Registries will allow Saskatchewan residents who do not identify as either male or female to provide their gender information in addition to biological sex within the Person Health Registration System (PHRS). This information will be displayed on the health card, however, the sex designation information currently captured in PHRS or displayed in the PHRS Viewers will remain M or F. This will not impact any current electronic data feeds/batch jobs.

There will be three types of health card options available to Saskatchewan residents as outlined below:

1. Health Card with Sex Designation displayed – sex designations displayed will be M or F
2. Health Card Without Sex Designation displayed – sex designation will be blank (sex designation of M or F will still be maintained on the PHRS Viewers, data feeds, and batch jobs)
3. Health Card with Gender X displayed – gender will be displayed as X in sex designation field on the physical card (sex designation of M or F will still be maintained on the PHRS Viewers, data feed, and batch jobs)

Please note that when completing laboratory requisitions, it is important that physicians identify the biological sex of the patient in order to ensure the laboratory reference ranges provided with the test results are appropriate for providing patient care.

HEALTH COVERAGE OUTSIDE OF SASKATCHEWAN

If you are considering referring a patient for services outside of Saskatchewan, prior approval is required for any services that are not eligible to be billed reciprocally. For prior approval requests, a Saskatchewan specialist in the relevant specialty must provide a written request with their explicit clinical recommendation to the Medical Services Branch within the Ministry of Health, or the Saskatchewan Cancer Agency. The written prior approval request, including costs, must:

- Describe the clinical circumstances of the case that make it exceptional.
- Clearly describe the service(s) being requested.
- State – to the best of the specialist's knowledge – that the service(s) are not available anywhere in Saskatchewan, or in Canada if that is the case.

Please be aware that if additional clinical information or clarification is required, Medical Services Branch may contact the requesting specialist for confirmation or to request additional documentation.

For additional information, please review the Information Sheets for Out of Province and Out of Country coverage on the eHealth website or review Page 9 and 10 of the current Physician Payment Schedule.

<https://www.ehealthsask.ca/services/resources/Pages/Health-Coverage.aspx>

PAYMENT SCHEDULE MODERNIZATION (PSM)

Payment Schedule Modernization is the first ever comprehensive review of the Payment Schedule for Insured Services Provided by a Physician (the Payment Schedule is a legacy document built upon a period spanning over 50+ years).

PSM is a multi-year project, jointly administered by the Ministry of Health (Ministry) and the Saskatchewan Medical Association (SMA) with the mandate of updating the fee codes in the Physician Payment Schedule using the principles of patient-centered care, appropriateness, and fairness.

Modernization is revenue neutral, with any potential savings to be reinvested into the Payment Schedule.

All changes to items in the Payment Schedule recommended by the PSM working group are vetted through the Payment Schedule Review Committee's (PSRC), a joint Ministry-SMA committee, with final approval by the Minister of Health.

The following sections have had fee codes modernized:

In the 2018-2021 Payment Schedule releases:

General Services	Internal Medicine
Psychiatry	Plastic Surgery
General Surgery	Diagnostic Ultrasound
Ophthalmology	Neurosurgery
Family Practice	Obstetrics and Gynecology
Orthopedic Surgery	

In the April 1, 2022 Payment Schedule release:

Psychiatry

As part of the PSM process, the Ministry and the SMA meet directly with physician sections to share perspectives and advance PSM items. Unfortunately, this work had to be significantly curtailed due to the COVID-19 pandemic. As much as possible, work will resume for the next PSM cycle with the potential implementation of items in the April 1, 2023 Payment Schedule release.

In February 2020, funding was approved for the remuneration of physicians participating in PSM work, including additional compensation for the section working group chair.

If you would like further information on PSM and/or would like to become involved, please contact the SMA.

LINK – Saskatchewan’s Provincial Telephone Consultation Service now available by calling the SFCC

Saskatchewan primary care providers can call LINK to consult with a specialist regarding complex but non-urgent patient care.



Specialties providing the LINK service:

- Child Psychiatry
- HIV and HCV
- Nephrology
- Obstetrics and Gynecology
- Palliative Care (available 24/7)
- Physical Medicine and Rehabilitation (Physiatry)
- Urology

Available 8:00 AM - 5:00 PM, Monday - Friday, excluding statutory holidays

Call the SFCC at 1-866-766-6050 Ext 7

For more information about LINK and other useful tools created to improve the referral/consultation process please visit, www.ehealthsask.ca/services/Referral-and-Consult-Tools or scan the QR code above.

WHEN A PARTIAL ASSESSMENT LEADS TO A REFERRAL

The 55B and the 855B billing codes enable the health system to measure and report how long patients are waiting to see a specialist.

Please use the **55B CODE** (instead of 5B if the patient was referred to a specialist); or
use **855B CODE** (instead of 805B if the virtual visit resulted in a referral to a specialist).

MANDATORY COMPLETION OF MEDICAL CERTIFICATES OF DEATH

As required by The Vital Statistics Act (Section 35-37) physicians/prescribed practitioners are legally required to complete and submit a medical certificate of death for a deceased person in Saskatchewan as soon as possible following the death if they:

- Were in attendance at the time of death;
- Attended the deceased during the last illness of the deceased;
- Are able to make a reasonable determination of the medical cause of death;
- Or by a coroner if there is reason to believe that a death occurred in any of the circumstances set out in The Coroners Act, 1999, or if a physician/prescribed practitioner is unable to determine the medical cause of death.

Please ensure the original medical certificates of death you are required to complete are submitted by mail as soon as possible to:

eHealth Saskatchewan
Vital Statistics
2130 11th Avenue
Regina SK S4P 0J5

If you require blank medical certificates of death please contact eHealth Saskatchewan Vital Statistics Registry by:

change@ehealthsask.ca
306-787-3251 in Regina
1-800-667-7551 Toll Free
306-787-8951 Fax