4. How do I add a provider to the provider file?

4.1 Reasons to add a provider record

The PC Pricer contains a provider file with records listing all Medicare certified home health agencies as of the start of the quarter in which the particular version of the software was produced. These provider listings currently have a very limited impact on the calculation of payments by the program, but may become more important to payment calculations in the future. They are essential to the calculation of payments only in that a provider number that refers to a valid record in the provider file is required to calculate a RAP or claim.

The great majority of home health agencies will never need to add a provider record to the file, since their number will already be present. However, agencies who have recently received their Medicare provider number or who have recently undergone a change in ownership which caused their provider number to change may not find their number listed in the provider file. Rather than await the next quarterly release of the PC Pricer that contains their provider record, such agencies may create their own record using the instructions in 4.2 below.

Additionally, entities that are not Medicare certified home health agencies but are interested in the HH PPS payment calculations may wish to use the PC Pricer software. Such entities may include payment policy researchers, State OASIS and survey staff, Medicare Advantage plans and others. These entities may also use the instructions in 4.2 below to create 'dummy' provider records similar to the record for "Medicare Certified HHA, Inc." used in the examples above. Medicare Advantage plans should not interpret the absence of a provider record from the file contained in the PC Pricer as evidence that a provider is not Medicare certified.

4.2 Adding a provider record

To begin adding a provider, open the program and enter "V," for View a Provider, at the Welcome screen. The following screen will appear:

```
HHAPRC02

              HHA PRICER 2002.0 PSF 07/2001, 10/2001 THRU 09/2002

                 PROVIDER NUMBER=> 737373
               PROVIDER EFF DATE=> 011001      < OPTIONAL
                                   YYMMDD

                  PLEASE ENTER PROVIDER NUMBER

               IF THE EFFECTIVE DATE FIELD LEFT BLANK !!!
                     PROVIDER NUMBER WILL BE THE
              FIRST OR ONLY PROVIDER NUMBER SELECTED ON FILE

  NOTE: USE >TAB KEY< TO WALK THROUGH SCREEN
  NOTE: USE >SHT+TAB< TO BACK THROUGH SCREEN -   USE >END KEY<BOTTOM OF SCREEN

<V = VIEW PROVIDER>     <A = ADD PROVIDER>    <B = BILL>  <Q = QUIT>  ENTER>
```

This screen prompts you to enter a provider number (this may be your new Medicare provider number or a dummy number if a non-provider user) and an optional effective date. If you do not enter an effective date, a default effective date will be created using the first day of the Federal fiscal year to which the PC Pricer applies (e.g. the Fiscal Year 2002 Pricer will create default dates of October 1, 2001). Press the End key on your keyboard to jump to the ENTER field in the lower right-hand corner. Enter A to add a provider.

A second screen, like the one below, will appear. This screen requires more detailed information.

```
HHAPRC02

              HHA PRICER 2002.0 PSF 07/2001, 10/2001 THRU 09/2002

PROVIDER NUMBER ==>   747474
PROVIDER EFF-DATE     20011001 <CCYYMMDD
PROVIDER NAME ==>     Dummy Provider Entry, Inc.

     PROVIDER TYPE ==> 36                  TEMP-RELIEF     ==>0  Y OR BLANK ONLY
   CENSUS DIVISION ==> 2                   PPS FED BLEND   ==>0  0,1 ONLY
GEO / STAND    MSA ==> 0720/0720                 CAPITAL INFORMATION
 RECL LOCATION MSA ==> 0720 N              CAPI PAY CODE ==> 0 < A,B,C OR BLANK
    NUMBER OF BEDS ==>                     HOSP SPEC RATE==>     .00
<CMIA>FACILITY PAY ==>       .00           OLD HARM RATE ==>     .00
              COLA ==> 0.000               NEW HARM RATIO==> 0.0000
  INTERN BED RATIO ==> 0.0000              CSTCHG RATIO   ==> 0.000
 FISCAL YEAR BEGIN ==> 20011001<CCYYMMDD   NEW HOSPITAL   ==>   < Y, N, OR BLANK
         SSI RATIO ==> .0000               IME            ==> 0.0000
    MEDICAID RATIO ==> .0000               EXCEPTIONS     ==>    0.00
  OPER CSTCHG RATIO==> 0.000
                 MUST SUPPLY DATA TO THESE HIGHLIGHTED FIELDS
  NOTE: USE >TAB KEY< TO WALK THROUGH SCREEN
  NOTE: USE >SHT+TAB< TO BACK THROUGH SCREEN -   USE >END KEY<BOTTOM OF SCREEN
-------------------------------------------------------------------------------
<B = BILL>  <V = VIEW ANOTHER PROV>  <A = ADD THIS PROV>  <Q = QUIT>  ENTER>
```

Several fields are required, some of which reflect the hospital-oriented nature of Medicare provider files. Much of this data is not applicable to home health agencies but some data not relevant to HH PPS payments must be entered and many fields may be tabbed over and ignored.

1. The first seven fields in the left hand column must be completed. First enter your provider name (or a dummy name if a non-provider user).

2. Enter "36" in PROVIDER TYPE. This code indicates an HHA.

3. Enter the CENSUS DIVISION that best describes your location in the country. The code definitions are:

1 New England
2 Middle Atlantic
3 South Atlantic
4 East North Central
5 East South Central
6 West North Central
7 West South Central
8 Mountain
9 Pacific

4. Next, enter the Core-Based Statistical Area (CBSA) code for your office location in the GEO CBSA, STAND CBSA and RECL LOCATION CBSA fields.

5. Enter an "N" in the one character field that follows the RECL LOCATION MSA field.

6. Tab through the remaining fields in the left hand column, leaving them blank or zeroes with the exception of the "Fiscal Year Begin" field.

7. Enter your fiscal year beginning date in CCYYMMDD format or the default date (i.e. 200*x*1001) for non-provider users.

8. Tab through all the fields in the right hand column, leaving them blank or zeroes.

9. At the ENTER field in the lower right-hand corner, enter A to add the provider information. A message will appear saying "Successful write to provider file" or special messages will appear identifying errors in the data that must be corrected. The new provider record will be retained in the PC Pricer for this point forward and will not need to be re-entered as long as the particular version of the software is used.

NOTE: New versions of the HH PPS PC Pricer are posted quarterly containing updated provider file information. Unless this information is important to your needs, it is not advisable for users to update their software quarterly. When you download a new version of the PC Pricer, any provider records you have added manually will need to be re-created.