

PC-ACE Certificate of Medical Necessity (CMN)

This document is intended as a help guide for attaching a CMN to a Durable Medical Equipment (DME) claim entered in the PC-ACE software. It is not intended to replace the general help (accessible by the F1 key) or specific item help (accessible by right-clicking or selecting the F2 key on a specific item) functions in the PC-ACE software nor the PC-ACE User Manual itself. For help with any questions not covered here, please utilize these resources.

For questions on how to bill CMN claims, contact the DME MAC Jurisdiction that will be processing the claims for payment.

PC-ACE was designed for both Institutional (Medicare Part A or hospital/home health/hospice claims) and Professional (Medicare Part B or office visits, and Durable Medical Equipment or DME) billing. Since this is a DME support document, we will not be covering Medicare Part A or Part B functions.

Note: Durable Medical Equipment [DME] Information Forms (DIFs) are classified as CMNs in the software and claims format, and are selected the same way. Follow the directions below to attach a CMN or a DIF to a claim using the PC-ACE software.

Questions related to use of the PC-ACE software should be directed to the CEDI Help Desk at ngs.cedihelpdesk@anthem.com or 866-311-9184.

Attaching a CMN

The CMN information will be added to the claim under the **Billing Line Items** tab.

The **Billing Line Items** tab has multiple sub tabs.

The screenshot shows the 'Professional Claim Form' window with the following details:

- Tab: **Billing Line Items** (sub-tab: **CMN**)
- Diagnosis Codes (1 - 8): [Empty]
- Table Columns: LN, 24a - Service Dates From/Thru, 24b PS, 24c EMR, 24d - CPT® / HCPCS, 24d - Mod 1/2, 24e Diagnosis, 24f Charges, 24g Units, 24h EP FP AT, 24j Rendering Phys.
- Table Row 1: LN 1, 24a [Empty], 24b [Empty], 24c [Empty], 24d V2020, 24e [Empty], 24f [Empty], 24g [Empty], 24h [Empty], 24h AT: C, 24j [Empty]
- Summary: 28 - Total Charge: 0.00, 29 - Patient Amount Paid: 0.00, 30 - Balance Due: 0.00

Line Item Details sub tab (the first tab on the second row of tabs in the screenshot above):

- The HCPCS code must be entered to allow the CMN tab to display. This can be entered manually or chosen by right-clicking the F2 look up option.
- **Indicators and Attachments:** The small boxes to the right of **Units** labeled **EP**, **FP**, and **AT** are used to indicate a situation or include an attachment.
 - The **AT** field is used to indicate a CMN (or DIF) is on the claim. (DIFs are classified as CMNs in PC-ACE and the electronic claims format.)
 - Enter a **C** for **CMN Attachment**. This will produce the tab for entering a CMN.
 - The charge line where the **C** is placed will attach the CMN to only that charge line. If a CMN needs to be attached to multiple charge lines, the **C** will need to be placed in the corresponding **AT** fields.
 - The CMN tab will become the fifth tab in the second row under **Billing Line Items**.

CMN tab:

The CMN tab is only visible if the **AT** field on the **Line Item Details** tab has a value of **C** entered.

General sub-tab:

- **Certificate Type:** Right-click or use the F2 lookup feature to select the appropriate CMN from the list.
- **Claim Information:** This should be populated from the information entered on the **Line Item Details** tab.
- **Patient Information:** Enter information as appropriate for the CMN.
- **CMN Type:** Using the right-click or F2 lookup feature, select the CMN type
 - I – Initial
 - R – Renewed
 - S – Revised
- **On File?:** Select the appropriate option for the CMN.
- **Date Initial/Revised:** Enter the date associated with this CMN.
 - **Revised** date is only entered if the **CMN Type** is **R** or **S**.
- **Est. length of need (months) and Replacement?:** Enter the number of months and select the appropriate option for the CMN.
- **Ordering Physician:** Enter information as appropriate for the CMN.

- **Signature Date:** This date corresponds to the date the physician signed the CMN or the date the Supplier signed the DIF.

Additional tabs:

The **Additional** tab(s) are based on the type of CMN entered in the claim.

Note: For electronic Oxygen CMNs where Question 1a) is answered with a value from 56 to 59, or where Question 1b) is answered with a value greater than 88, at least one of the three questions on the **Oxygen (2)** tab must be answered with a **Y** for Yes.

- The claim may have a valid CMN indicating **N** for No on all three questions
- If the CMN does not have at least one **Y**, this claim may need to be billed by paper.
 - Contact the DME MAC Jurisdiction where the claim will be processed in order to verify the claim meets the requirements for paper claims submission.
- The paper CMN indicates that these questions must be answered only if the value in Question 1b) is equal to 89. The requirements for electronic claims are based on wording in the ANSI Implementation Guide for 5010A1 indicating greater than 88. The requirements for Question 1a) are the same for paper and electronic.

Entering a Narrative:

The narrative for a CMN is typically entered on the charge line.

Under **Billing Line Items**, select the **Ext Details 3 (Line #)** for the charge line where the CMN was attached.

Under the **Line Note (NTE)/File Information (K3)** section enter the following information:

- **Type:** Enter or select **ADD** using the right-click or F2 look-up feature to add a Narrative or note to the charge line.
- **Narrative:** Enter the note/narrative for the CMN.

Ext. Pat/Gen (2) tab:

The Ext. Pat/Gen (2) tab can be used to enter a narrative for a CMN at the claim level, if required.

Note: Contact the DME MAC Jurisdiction where the claim will be processed for more information if a claim level narrative is needed.

The screenshot shows the 'Professional Claim Form' window with the 'Ext. Pat/Gen (2)' tab active. The interface includes several data entry sections:

- Diagnosis Codes (9 - 12):** A row of five input boxes.
- ICD Ind.** A checkbox.
- Anesthesia Proc. Codes:** A row of two input boxes.
- Claim Supplemental Information (P/WK):** A table with columns: Num, Type, Trans, Attachment Control Number. Row 1: 1, [input], [input], [input].
- Claim Notes (NTE) / File Information (K3):** A table with columns: Num, Type, Narrative. Row 1: 1, [input], [input].
- Condition Codes:** A 2x5 grid of input boxes.
- Dental - Tooth Status (DN2):** A table with columns: Num, Tooth No., Status. Rows 1-3: 1, [input], [input]; 2, [input], [input]; 3, [input], [input].
- Additional Supporting Provider Information:** A table with columns: Last/Org Name, First Name, MI, Suffix, Provider IDs / Types. Rows: Referring (2nd), Supervising, Asst. Surgeon.

Buttons for 'Save' and 'Cancel' are located at the bottom right of the form.

Claim Notes(NTE)/File Information (K3)

- **Type:** Select **CER** using the right-click or F2 lookup feature to indicate CMN narrative information.
- **Narrative:** Enter the CMN narrative, if needed.