



OPERATIONAL MEMO

TITLE:	INSTRUCTIONS FOR NURSING FACILITY CLAIMS WHEN 5615S ARE UNAVAILABLE DUE TO COVID-19
SUPERSEDES NUMBER:	N/A
EFFECTIVE DATE:	MARCH 13, 2020
DIVISION AND OFFICE:	OFFICE OF COMMUNITY LIVING
PROGRAM AREA:	LTC FACILITIES
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APPROVED BY: BONNIE SILVA	

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Purpose and Audience:

The purpose of this Operational Memo is to inform Nursing Facilities (NF) and Intermediate Care Facilities for Individuals with Intellectual Disabilities (ICF-IID) of temporary operational instructions for acceptable billing practices related to delays in receipt of 5615 forms from eligibility sites during the COVID-19 pandemic.

Information:

To better ensure timely payment during the COVID-19 pandemic, facilities may submit claims using estimated patient liabilities while facilities are waiting on 5615 forms to be provided by eligibility sites. The temporary process is as follows:

1. Upon admission, facilities may estimate patient liability and submit an unsigned 5615 or comparable report to HCPF_LTC_FinCompliance@state.co.us.
 - a. When submitting either the form or the report, use the NF or ICF-IID name followed by estimated 5615 as the subject line of the email.
(Example: Facility Name estimated 5615)

2. Facilities are authorized to submit claims using this estimated patient liability until receipt of a signed 5615 from the eligibility site.
 - a. If the eligibility site provides a patient liability that is higher than the estimate, facilities must adjust claims for future billing cycles. Claims submitted prior to receipt of the eligibility site 5615 do not need to be adjusted.
 - b. If the eligibility site provides a patient liability that is lower than the estimate, facilities must adjust all past claims and refund the resident for past overpayments.

This process is valid for the duration of the COVID-19 pandemic.

Attachment(s):

None

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