



## Colorado Utilization Management Tip Sheet

### Procedure Codes, Modifiers and Costs

1. Selecting/Adding Procedure Codes
2. Adding Modifiers – using HCPF Service Procedure Codes
3. Adding Units and Frequency
4. Entering the Total Average Daily Cost: Required Procedure Code for All Requests
5. Getting Assistance with Submissions

Procedure codes are required when submitting any reviews that involve HMA or OCC. This includes all standard, rapid and express requests for:

CDASS

IHSS

OCC

Overlapping reviews: CDASS/OCC, IHSS/OCC, IHSS/CHCBS

**NOTE:** For all requests other than SLS Exceptions, the Pre-prior approval PAR screenshots WILL NOT be required when entering procedure codes, modifiers, and total average daily costs.

#### 1. Selecting/Adding Procedure Codes

HCPF has provided a set of procedure codes and the corresponding modifiers in the Appendix below to use when entering requests to Qualitrac.

**NOTE:** It is critical to use the procedure codes and modifiers listed in the HCPF Service Procedure Codes appendix included below and on the HCPF web site here:

[hcpf.colorado.gov/long-term-services-and-supports-training](https://hcpf.colorado.gov/long-term-services-and-supports-training)

1. A maximum of 2 modifiers may be entered into Qualitrac. These are listed with the corresponding codes in this document and below in the Appendix.
2. In the Procedure Codes panel, click the Add button to enter the first procedure code.
3. Select Search by Code and enter the procedure code

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4. Click the blue Search button.

### Procedures + Add

Seq.	Code	Description	NOS	Mod. 1	Mod. 2	Qty.	Frequency	Cost	Action
No Procedures Supplied									

**Add Procedure**

**Method:**

Search by Code  
 Search by Term

**Search By Code**

🔍 Search

5. Qualitrac will search for the code and display it below. Click the option button next to the desired code, (multiple codes may appear). Select the procedure code you want to use so that the button appears blue.

Code	Description
<input checked="" type="radio"/> T1019	PERSONAL CARE SERVICES PER 15 MINUTES

Showing 1 to 1 of 1 entries Previous 1 Next

Once the procedure code has been selected, any corresponding modifiers can be added.

## 2. Adding Modifiers using the HCPF Service Procedure Codes

1. After adding each procedure code and selecting the code so that the button turns blue, add modifiers for the selected procedure code as applicable. **BE SURE TO USE ONLY THE CODES/MODIFIERS LISTED IN THE APPENDIX.** These may be different than codes used on the PAR system.
2. After selecting the desired modifier, click outside of the modifier box so that the selection is displayed along with a description and a second modifier box is displayed. Add another modifier as needed.

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T1019 PERSONAL CARE SERVICES PER 15 MINUTES

Showing 1 to 1 of 1 entries Previous 1 Next

**Modifiers**

**Modifier 1**  
KX - Requirements specified in the medical policy have been met

**Modifier 2**

### 3. Adding Units and Frequency.

1. After adding each procedure code and applicable modifiers, add the number of units, Unit's Qualifier, and frequency. **IMPORTANT: Please refer to the procedure code manual to ensure that the appropriate unit measure is entered.**
2. Enter the quantity of units in the Units field. This is a required field. The Units Qualifier is measured in minutes, hours, days etc. and the Frequency Qualifier is measured in days, weeks, months etc. **IMPORTANT: ONLY use the associated unit qualifier in the list.** The frequency Qualifier should correspond to the request in the IHSS Care Plan Calculator or the CDASS Task Worksheet

**Procedure Details**

<b>Units *</b> 30	<b>Units Qualifier *</b> minute(s)
<b>Frequency</b> 2	<b>Frequency Qualifier</b> Daily
<b>Total Cost</b> \$	<b>Allowed Amount</b>

Cancel Submit and Add Another Submit

# Telligen Tip Sheet #5 - Procedure Codes, Modifiers and Total Average Daily Cost



## 4. Entering the Total Average Daily Cost: Required Procedure Code for All Requests

**IMPORTANT:** Each request must include the total average daily cost. To submit this information, the general procedure code 99509 must be used. Steps to add the cost per day are outlined below: To enter procedure code 99509, follow all steps as outlined above for adding a procedure code.

- a. Search for and select the 99509 procedure code.
- b. After selecting the 99509 code the Modifiers and Procedure Details sections will be visible. Do not select modifiers for this procedure code.
- c. Select "1" unit in the Units field and "unit(s)" in the Units Qualifier field. Enter the total average daily cost for all services in the Total Cost field.
  - a. **NOTE: The costs should only be entered for the 99509 procedure code.**
- d. Once all services with the corresponding procedure codes have been entered, continue with submitting the review request. For more information surrounding steps to submit the UM Review, please review the Using Qualitrac Training Presentation found on HCPF's [LTSS Training](#) webpage.

## Sample Procedure Code with Modifier, Units, Frequency and Cost

After submission, each procedure will be listed. Continue to add Procedure codes as needed.

Procedures <span style="float: right;">+ Add</span>										
Seq.	Code	Description	NOS	Mod. 1	Mod. 2	Qty.	Frequency	Cost	Action	
1	99509	HOME VISIT ASSISTANCE DAILY LIV&PRSONAL CARE				1 unit(s)		\$2,220.00		
2	T1019	PERSONAL CARE SERVICES PER 15 MINUTES		KX		1 unit(s)	4 Twice a day			

## 5. Getting Assistance with Submissions

For assistance with submitting a request, please contact the Telligen Support Center here:

833-610-1052

[ColoradoSupport@telligen.com](mailto:ColoradoSupport@telligen.com)