

Critical Access Hospital Designation Preparation – Business Office

Before CAH Certification

1. Contact your fiscal intermediary at least 2 weeks before your hospital is approved as a critical access hospital.
2. Contact your third party administrator (electronic billing) be make sure they are aware of the CAH program and can make the software changes to accept the CAH Medicare Provider number.
3. Establish how you will log hours and costs to different departments for optimal reimbursement. Which departments have the greatest Medicare patient use? (Example: ER vs Med/Surg)
4. Decide with the nursing department and/or discharge planning department how the length of stay will be monitored for each patient.

CAH Certification

1. Once you receive your new necessary provider number for the acute care program and swing bed program (if your facility has swing beds), determine the date and time when you will officially admit new patients under the CAH number and discharge/transfer patients under your old hospital number.
2. Contact your fiscal intermediary/provider reimbursement accounts to ascertain your new calculated rates based on your last Medicare cost report for your reimbursement rate under CAH.
3. Ask your fiscal intermediary account representative, if he/she has received your new provider number and that information has been provided EDI for electronic billing. You will need to have some trial runs so plan for 1-2 weeks in set up.
4. Check to make sure EDI is set as well as your TPA.
5. Your UB-92 will need to have “85_” in its upper right hand corner.
6. If you are on the “PIP” payment system, you will need to be prepared for cash flow change as it takes a couple of weeks to set up the new provider number, etc.
7. If you experience any problems and/or are not set up within two weeks, please contact the CAH Coordinator at the Center for Rural Health to see why there may be a delay. Don’t wait.