

Service Code Rounding Rules

Release v4.6

August 2022

Service Code Rules

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Payer service codes updated to allow for specific rounding rules to meet payer requirements.

The screenshot shows the 'Edit Rate Schedule' form. At the top, a light blue box contains instructions: 'To create or change a service code schedule:' followed by two bullet points: 'Enter an End date for the current Service Code Schedule' and 'Click the plus (+) button to add new Service Code Schedule'. To the right of these instructions are two more bullet points: 'Enter a new service code Start date and Rate' and 'Dates cannot overlap, but must be continuous'. Below this is a note: 'Current Payer Discount 75%'. The form has several input fields: 'Start', 'End', 'Rate' (with value '8.09'), 'Discount Amount', 'Discount Type', and 'Calculated' (with value '\$2.02'). A red box highlights the 'Rate Type' and 'Rounding Rule' fields. The 'Rate Type' dropdown is open, showing options: 'Per Hour', 'Per Unit' (selected), and 'Per Visit'. The 'Rounding Rule' dropdown is also open, showing options: 'Exact Minutes', 'Full Hour', 'Full Hour 31+', 'Full Hour 53+', 'Unit Exact 15', and 'Unit Rounding (8 minute rule)' (selected). A red arrow points from the 'Rate Type' dropdown to the 'Rounding Rule' dropdown. A red 'DELETE' button is located to the right of the 'Calculated' field. Below the form, there is explanatory text: 'If rate type = per visit no rounding rule drop down shows. Instead there is a Min/Max Option', 'Rounding Rule: required but limited based on rate type', and 'When 4.6 is released all existing service code rate types were marked as follows:'. The final text lists rules for 'per visit', 'per unit', and 'per hour' rounding rules, including a note about payer requirements for full hour billing.

Edit Rate Schedule

To create or change a service code schedule:

- Enter an End date for the current Service Code Schedule
- Click the plus (+) button to add new Service Code Schedule
- Enter a new service code Start date and Rate
- Dates cannot overlap, but must be continuous

Current Payer Discount 75%

Start: _____ End: _____ Rate: **8.09**

Discount Amount: _____ Discount Type: _____

Calculated: **\$2.02** DELETE

Rate Type: Per Unit

Rounding Rule: Unit Rounding (8 minute rule)

Per Hour
Per Unit
Per Visit

Exact Minutes
Full Hour
Full Hour 31+
Full Hour 53+
Unit Exact 15
Unit Rounding (8 minute rule)

If rate type = per visit no rounding rule drop down shows
Instead there is a Min/Max Option

Rounding Rule: required but limited based on rate type

When 4.6 is released all existing service code rate types were marked as follows:

If per visit no change
If per unit rounding rule = Unit Rounding (8 min rule)
If per hour rounding rule = Unit Rounding (8 min rule) UNLESS payer = bill in full hour
If payer was marked bill in full hour and service code type = per hour or per unit then rounding rule = Full Hour

Rate Type: Per Hour & Rounding: Exact vs 8min

Rate Type: **Per Hour** & Rounding: Exact Minutes vs. Unit Rounding (8 min Rule)
Exact Minutes only allowed for Rate Type Per Hour

Rounding: Unit (8 min rule) (how it works today)

0900-1540 (8 hours 40 minutes)

billing: 6.75 hours

Because 40 min rounds up to 45

Rounding: Exact Minutes

0900-1540 (8 hours 40 minutes)

billing: 6.67 hours

Because 40 min = exactly .76/hour

Rate Type: Per Hour & Rounding: Full vs 31+

Rate Type: **Per Hour** & Rounding: Full Hour vs Hour 31+

Rounding: Full Hour

Less than 60 = 1 hour for the first hour and each 30 minutes after that rounds up (how it works today)

0900-0929 (29 min)
Billing: 1 hour

0900-0930 (30 min)
billing: 1 hour

0900-1000 (60 min)
Billing: 1 hour

0900-10:29 (89 min)
Billing: 1 hour

0900-10:30 (90 min)
Billing: 2 hours

0900-1100 (130 min)
Billing 2 hours

Rounding: Full Hour 31+

Less than 31 minute the first hour and all subsequent hours does not round up

0900-0929 (29 min)
Billing: 0

0900-0930 (30 min)
billing: 0

0900-1000 (60 min)
Billing: 1 hour

0900-10:29 (89 min)
Billing: 1 hour

0900-10:30 (90 min)
Billing: 1 hour

0900-1031 (91 min)
Billing: 2 hours

Rate Type: Per Unit & Rounding 8min vs 15min

Rate Type = **Per Unit** Rounding: Unit Rounding (8 min Rule) versus Exact 15 Minute
Exact 15 Min only allowed if rate type = per unit

Rounding: Unit (8 min Rule) (how it works today)

0900-10:07 (67 min rounds down)
Total Units = 4

0900-10:08 (68 min rounds up)
Total Units = 5

- * 7 min rounds down
- * 8 min rounds up

Rounding: Unit 15 Exact

0900-10:07 (67 min rounds down)
Total Units = 4

0900-10:08 (68 min rounds down)
Total Units = 4

0900-10:15 (75 min rounds up)
Total Units = 5

- * does not round up a unit until a full 15 minutes

Rate Type: Per Visit & Optional Min/Max

Rate Type = Per Visit with Optional Min/Max Rule
Only allowed if rate type = per visit

Min and Max fields are optional
Min and Max must be entered in minutes
Impact: Hard Stop in the calendar for scheduling

Example 1: Max only

Min: ____
Max: 60

In the calendar an assignment cannot be schedule if it exceeds 60 minutes

Example 2: Min only

Min: 38
Max: ____

In the calendar an assignment cannot be scheduled unless it is at least 38 minutes

Example 3: Min and Max

Min: 38
Max: 75

In the calendar an assignment cannot be scheduled unless it is at least 38 minutes
and no more than 75 minutes

Rate Type: Per Hour or Per Unit: Rounding 53+

Rate Type: Per Hour or Per Unit Rounding 53+

Rate Type: Per Hour

First hour:

1-52 minutes = 0 hour
53-112 minutes = 1 hour

Each subsequent hour:

minute range = billed hours

113-172 = 2
173-232 = 3
233-292 = 4
293-352 = 5
353-412 = 6
413-472 = 7
473-532 = 8
533-592 = 9
593-652 = 10
653-712 = 11
713-772 = 12
773-832 = 13
833-892 = 14
893-952 = 15
953-1012 = 16

Rate Type: Per Unit

First hour:

1-52 minutes = 0 units
53-112 minutes = 4 units

Each subsequent hour:

minute range = billed units

113-172 = 8
173-232 = 12
233-292 = 16
293-352 = 20
353-412 = 24
413-472 = 28
473-532 = 32
533-592 = 36
593-652 = 40
653-712 = 44
713-772 = 48
773-832 = 52
833-892 = 56
893-952 = 60
953-1012 = 64