Administrative Uniformity Committee

This Best Practice is intended for use with the corresponding MN Uniform Companion Guide(s), **Version 5010.**

1. **Title of best practice:**

Claim Service Dates Restricted to Same Calendar Month

2. **Who does the best practice apply to:**

Providers and group purchasers

3. **Narrative description as to what is being addressed by this best practice:**

Most eligibility changes occur at the beginning or end of a calendar month. Some payer systems require claims contain only services that are associated with a particular eligibility period. Current practice is to split these claims at the payer site to push through systems or to reject the claim. The purpose of this best practice is to avoid split claims and rejections.

4. **The loops, segments and elements, etc. that the best practice applies to:**

837I: Loop 2300, Segment DTP

837P & 837D: Loop 2400, Segment DTP

5. **Describe how to do the best practice:**

On a professional claim, service date spans should only be within the same calendar month. Multiple claims may be submitted for different dates within the same calendar month based on the provider's billing practices.

On an institutional outpatient claim, statement and service date spans should only be within the same calendar month. Observation, extended recovery and emergency department services beginning before and completing after midnight are exceptions to this Best Practice if performed during the same visit. Procedures beginning on one day and ending on another should be billed together.

This best practice does not apply to an institutional inpatient claim.

Pharmaceuticals should be billed with the administration/dispensed date rather than a span of dates.

Visit our website at: http://www.health.state.mn.us/auc/index.html

Monthly equipment rental should be billed with the start date of the rental period only rather than the span of days.

Equipment rented on other than monthly basis needs both from and through dates. Units of service should be reported as one (1) per rental period. These service date spans should only be within the same calendar month. Example would be daily rental of equipment.

Supplies should be billed with the purchase date rather than the span of days.

Refer to Appendix A of the MN Uniform Companion Guides for additional guidance on service date coding.

6. **Examples to illustrate best practice:**

Example 1 (equipment rental single month):

Equipment is rented for January 17 through February 16. Service date should be reported as January 17 with no end date.

DTP*472*D8*20080117~

Example 2 (equipment rental multiple months):

Equipment is rented for March 3 through May 15. Should be submitted as three separate claims, claim one would be reported as March 3 with no end date; claim two would be reported as April 3 with no end date; claim three would be reported as May 3 with no end date.

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DTP*472*D8*20080503~

7. **Cross reference to other Best Practice**

Please reference Billing for Covered and Non-Covered Services Best Practice. Please note that this Best Practice guidance supersedes the Billing for Covered and Non-Covered Services Best Practice.

8. **AUC approval date:** 11-20-14

9. **Last reviewed date:** 08-06-14