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:**

Billing for Postage Services

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:**

Instructions for postage billing only apply if the provider bills the group purchaser for postage. Some providers do not bill the group purchaser for postage and some contracts exclude coverage for postage. This Best Practice ***DOES NOT*** require a provider to bill for postage nor does it require a payer to reimburse for postage but if it is billed, the provider must identify the postage as described below.

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

837P:

Loop 2400, SV102 and Loop 2400, AMT (postage claimed amount)

837I:

Loop 2300, NTE and Loop 2400, SV203

837D:

Loop 2300, NTE and Loop 2400, SV302

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

<u>For Professional claims (837P)</u>:

Postage must be reported as part of the line item charge and reported in the corresponding AMT postage segment on the lines.

<u>For Institutional and Dental claims (837I or 837D)</u>:

Postage must be reported as part of the line item charge. If postage applies to a particular line and is being billed, the NTE segment should be used to report the amount applicable to postage.

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

837P:

SV1*HC:S9982*12.25*UN*1*11**1:2:3*N~
AMT*F4*1.25~

837I and 837D:

For loop 2300 NTE segment:
In NTE01: send qualifier ADD

In NTE02: send « LINE (line number) DESC= POSTAGE (amount of postage with decimal point such as 1.25 for $1.25)

NTE*ADD*LINE 1 DESC=POSTAGE 1.25

7. **AUC Approval date:**

11-20-14

8. **Last reviewed date:**

08-06-14