Reinsurance Transplant Case

Key Entry Instructions
Reinsurance Transplant Case Key Entry Instructions

Key Entry Instructions: Use the following key-entry instructions to enter new Transplant Case applications into the Reinsurance Subsystem.

When codes are needed, place the cursor in the field where the code is required and press [PF1=HLP] to get the appropriate codes to choose from. Press [PF2=RTN] to return to the system screen.

Use the “TAB” key to move to different fields on the screen.

RI103I
RI Health Plan Case Summary
By Health Plan ID

In the RI103 Screen only the Health Plan ID (HP ID) is a required entry.

The other search fields: Contract Year, Case Type and Case Status are optional fields. This will allow for more flexible searches on the screen.
Reinsurance Transplant Case Key Entry Instructions, Continued

RI103I
RI Health Plan Case Summary
By Health Plan ID

Key in your Health Plan ID and press [Enter]

Here is the RI Health Plan Case Summary after the Health Plan ID has been keyed and the ENTER key has been pressed:

![Image of screen output]

The screen has returned all RI Cases for HP ID 010XXX. Since the optional search fields were left as ***, the search returned all RI Cases for the plan.
The optional search fields allow the user to select records based on both complete and partial entries in the search fields. For a search of all cases by Case Type, key the first letter of the Case Type

Press [Enter]
Reinsurance Transplant Case Key Entry Instructions, Continued

RI103I
RI Health Plan Case Summary, continued

The system has retrieved all the Case Types beginning with “H” for the Health Plan

<table>
<thead>
<tr>
<th>TR:</th>
<th>RI103 ACT I</th>
<th>AHCCCS - REINSURANCE</th>
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<td>**</td>
<td>CASE TYPE: H**</td>
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PF: 1=HELP 2=RETURN 3=CLR 4=MSG 5=104 7=UP 8=DWN 10=TOP 11=BOT 12=ESC
Reinsurance Transplant Case Key Entry Instructions,
Continued

RI104I
RI Health Plan Case Summary
By AHCCCS ID

Complete a case search in the Reinsurance Subsystem to determine if the member has an existing Reinsurance transplant case. Type the member’s AHCCCS ID in the AHCCCS ID field in RI104I (RI Health Plan Case Summary, Inquiry).

Press [Enter]. Pressing [Enter] will edit the record and verify that values entered are valid.

If there is no current transplant case already created, go to the instructions for the RI105A (RI Case Maintenance, Add) screen.
Continued

RI105A
RI Case Maintenance

Cases created for contracted Plans are not defined as FFS (Fee-for-Service) so that field is defaulted to “N” (No) and is locked from access.

Cases created by contracted Plan users can only be created in a special “X” status. This allows the case to be created but the formal Transplant Request Letter to AHCCCS Medical Management Unit must be submitted to proceed any further so that field is defaulted to “X” and is locked from access.

AHCCCS members receiving a transplant are identified with a Recipient Exception Code 25 record which is required for the Reinsurance Transplant Case and Stage creation.
Continued

RI105A
RI Case Maintenance, continued

Type the member’s AHCCCS ID in the AHCCCS ID field and press [Enter]. Pressing [Enter] will edit the record and verify that values entered are valid.

The system has been unable to retrieve the Recipient information and displays message codes detailing required fields. To see details of the messages, press [PF4=MSG] to activate the error code message Detail screen.
Continued

RI105A
RI Case Maintenance, continued

Error messages displayed identify the fields that are required entries for the addition of a transplant case.

Press [PF2=RTN] twice to return to RI105A (RI Case Maintenance, Add)
The fields that require entry are: CTRT YEAR (Contract Year), CASE TYPE, and HEALTH PLAN ID.

Key your AHCCCS Health Plan/Program Contractor ID, Transplant Case Type (press [PF1=HLP] or see RF776), and Contract Year (press [PF1=HLP] or see RF777).

Press [Enter]. Pressing [Enter] will edit the record and verify that values entered are valid.

When the Recipient Exception Code 25 record is not found, error code “7090 Exception Record Not Found” will be displayed. Press [PF7=EXCP] to transfer to RI320I Recipient Transplant Exception, Inquiry.
RI320I, A
Recipient Transplant Exception

Review shows no Exception Code 25 record in the system for the recipient during the transplant case date range/timeframe.

It will be necessary to add the Recipient Transplant Exception Code 25 record before the transplant case can be created. To do this, you will need to change to ADD mode.
Continued

RI320I, A
Recipient Transplant Exception, continued

Transaction travel to the NTR fields and key “a” (add) in the ACTION field (middle underscore).

Press [Enter].

NOTE: The stage creation and the association of Encounters to the transplant stage is dependent upon the Recipient Exception Code 25 record. Before a stage can be created, there must be an Exception Code 25 record for the begin date and end date of the stage. Before an Encounter can associate to a stage, there must be an Exception Code 25 record for the dates of the Encounter prior to the submission of the 837 Encounter and the CN1 code on the Encounter must be a 09.
Continued

RI320A
Recipient Transplant Exception, continued

Key the required BEGIN DATE and required END DATE and press [Enter]. Pressing [Enter] will edit the record and verify that values entered are valid.

When the dates entered are valid, the record is ready to be added and the system displays message “8906 Press PF9 to Confirm Add”.

Press [PF9=CNF] to create the Recipient Exception Code 25 record.
Continued

RI320A
Recipient Transplant Exception, continued

The dates entered will be determined based on the data provided by the Transplant facility.

When the Exception Code record has been added, the screen protects it to show the add was successful, then goes into another ADD loop to allow entry of another record if necessary.
NOTE: RI320 requires that the Begin and End Dates entered are valid dates and that there are no date overlaps with other EXCP-CD = 25 records.

Below is an example of a new date record being added (01/25/2015 – 01/29/2015) which overlaps with the previous EXCP-CD = 25 record of 01/01/2015 – 01/25/2015.

System displays error message 8309 Overlapping record found; record cannot be added.
Continued

RI320A
Recipient Transplant Exception, continued

Below is an example of a new date record being added (01/26/2015 – 01/29/2015) which does not overlap with the previous EXCP-CD = 25 record of 01/01/2015 – 01/25/2015

System displays error message 8906 Press PF9 to Confirm Add

Press [PF9=CNF] to create the Recipient Exception Code 25 record.
Continued

RI320A
Recipient Transplant Exception, continued

There are now two Recipient Exception Code 25 (EXCP-CD = 25) records created.

After adding the Recipient Transplant Exception Code record, press [PF5=PRI] to return to RI105A (RI Case Maintenance, Add) to create the Transplant case.
Continued

RI105A
RI Case Maintenance

Pressing [PF5=PRI] from RI320 transfers back to the RI105 ADD screen. The RI105 ADD screen will be cleared of any data previously entered if the entry of the new case was not completed and confirmed.

Anytime the RI105 screen is left in ADD mode, any data on the screen will be cleared if not confirmed by the [PF9=CNF] key. This is done intentionally as we do not want to have partially completed data entered.
Continued

**RI105A**
**RI Case Maintenance, continued**

Here is the RI105 ADD screen after the required Recipient Exception Code has been added in RI320 and the required AHCCCS ID, HEALTH PLAN ID, CASE TYPE and CONTRACT YEAR have been added:

![RI105 ADD screen](image)

**NOTE:** AHCCCS Policy does not allow RI cases to span contract years. This rule was implemented in support of the CMS Two Year Claiming Rule. If a Transplant does cross over contract years, a new Transplant case is opened for the Recipient in the new contract year.

After keying the case data, press [Enter]. Pressing [Enter] will edit the record and verify that values entered are valid. When all data entered is valid, the case is ready to be added and the system displays message “8906 Press [PF9=CNF] to Add”.

Press [PF9=CNF] to confirm the creation of the transplant case.
Continued

RI105A
RI Case Maintenance, continued

When the transplant case add is confirmed via the [PF9=CNF] key, message “I092 Case Successfully Added” is displayed. Here is the RI105 Screen after the Transplant case has been created:

The member has been assigned Reinsurance Case Number R330000002 to the transplant case to uniquely identify it and its components.

NOTE: PMMIS will default the Case Begin Date and Case End Date to the Case Contract Year. After the case is created, only the BEGIN and END DATES are updateable. All other fields are key fields that define the RI Case or the AHCCCS Payment Liability and are not updateable.

Pressing [PF6=NXT] will transfer to the RI110I RI Transplant Case Summary, Inquiry screen.
RI110I
RI Transplant Case Summary

Here is the RI110 Transplant Case Summary screen. Because no stages have been created yet, error message “Transplant Case has no Stages Associated” is displayed.

Pressing [PF6=STG] will transfer to RI113I Stage Maintenance, Inquiry screen. This is where the transplant stages are added to the transplant case.

NOTE: Stages cannot be added to the Transplant Case until the Case Status is approved by AHCCCS Medical Management Unit and changed to “A” (Active).
Continued

RI110I
RI Transplant Case Summary, continued

RI105I
RI Case Maintenance, continued

RI106I
RI Case Comment

When the transplant case has been approved or denied by the AHCCCS Medical Management Unit, comments will be generated by the system and displayed in RI106 screen.

This transplant case has been denied by the AHCCCS Medical Management Unit, the case status has been changed to “D” (Denied) and the MM REVIEW DATE (date of the AHCCCS Medical Management Case Review) has been entered.
This transplant case has been denied by the AHCCCS Medical Management Unit, the case status has been changed to “D” (Denied) and comments have been generated and displayed in RI106I (RI Case Comment Screen, Inquiry).

**NOTE:** Stages cannot be added to a Transplant Case that is closed or denied. Stages cannot be added to the Transplant Case unless the Case Status is approved by AHCCCS Medical Management Unit and changed to “A” (Active).
This transplant case has been approved by the AHCCCS Medical Management Unit, the case status has been changed to “A” (Active) and the MM REVIEW DATE (date of the AHCCCS Medical Management Case Review) has been entered.
This transplant case has been approved by the AHCCCS Medical Management Unit, the case status has been changed to “A” (Active) and comments have been generated and displayed in RI106I (RI Case Comment Screen, Inquiry). It is now ready to have the transplant stages added.
The AHCCCS Medical Management Unit has approved the case and it is now ready for the transplant stages to be added.

Press [PF6=STG] to transfer to RI113I (Stage Maintenance, Inquiry). To add a transplant stage, you will need to change to ADD mode.
To add a stage to the transplant case, you will need to change to ADD mode. Transaction travel to the NTR fields and key “a” (add) in the ACTION field (middle underscore).

Press [Enter]
Continued

RI113A
RI Transplant Stage Maintenance, continued

System will display message 8822 Enter Stage Data

Begin entry of the Stage data in RI113A (Stage Maintenance, Add)

When codes are needed for STAGE NAME, place the cursor in the field next to STAGE NUMBER and press [PF1=HLP] or see RF778 to get the appropriate code for STAGE NAME.

The fields that require entry are: STAGE NUMBER, SEQ NUM (Sequence Number), STAGE NAME and STAGE STATUS.
RI Transplant Stage Maintenance, continued

NOTE: Effective on October 1, 2014, with the implementation of the DRG inpatient hospital reimbursement methodology, the transplant evaluation(s) is no longer a billing component under the transplant specialty contract.

EXAMPLE: For the unrelated donor search stage of the ALU case type:

Key 02 for STAGE NUMBER, key 1 for SEQ NUM, key ALU02 for STAGE NAME, key A (Active) or I (Inactive) for STAGE STATUS and press [Enter]. Pressing [Enter] will edit the record and verify that values entered are valid.
NOTE: If the STAGE BEGIN DATE and STAGE THRU DATE are unknown at the time of the stage add, the STAGE STATUS should be entered as I (Inactive).

Press [PF9=CNF] to create the Transplant Stage
Continued

**RI113A**
**RI Transplant Stage Maintenance, continued**

When the stage has been successfully added, the system displays message “9202 Record(s) Successfully Added”.

Press [PF5=110] to return to the RI110I (Transplant Case Summary, Inquiry) screen
Continued

RI113A
RI Transplant Stage Maintenance, continued

Here is the Transplant Case Summary Screen after a stage has been added
NOTE: The STAGE BEGIN DATE cannot be more than 30 days prior to the MM REVIEW DATE. (Refer to your applicable Health Plan/Program Contractor Contract for the 30 day notification process.)

Should a stage begin date be entered that is more than 30 days prior to the MM REVIEW DATE, error message “Stage Begin Date More Than 30 Days Prior to MM Review Date” is displayed and prohibits the stage from being added or processed for payment.
Continued

RI113A
RI Transplant Stage Maintenance, continued

There must be a Recipient Exception code 25 record in RI320 for the stage dates.

If there is no Recipient Exception code 25 record in RI320 for the stage dates, OR if there are Recipient Exception code 25 records with overlapping dates, error message “7089 Exception Record Not Within Processing Date Range” will display and the stage add process cannot be completed.

Pressing [PF7=EXCP] will transfer to the RI320I Recipient Transplant Exception (inquiry) screen for review and update of the Exception Code 25 record.
Continued

RI113A
RI Transplant Stage Maintenance, continued

A review of RI320 shows two Recipient Exception Code 25 records added for the stage dates of 10/01/2014 thru 10/31/2014 which causes the error message “7089 Exception Record Not Within Processing Date Range” to be displayed.

**NOTE:** Adding a transplant stage with a Stage BEGIN DATE and a Stage END DATE that overlaps two Recipient Exception Code 25 records is not allowed by PMMIS. In this instance, AHCCCS Medical Management Unit must be notified to delete the second record of 10/13/2014 – 10/31/2014.
RI113A
RI Transplant Stage Maintenance, continued

RI320
Recipient Transplant Exception

After AHCCCS Medical Management Unit has deleted the overlapping Recipient Exception Code 25 Record, the End Date of the previous Exception Code 25 record can then be extended through the RI320 Change Process.
Continued

**RI113A**
**RI Transplant Stage Maintenance, continued**

**RI320C**
**Recipient Transplant Exception**

Transaction travel to the NTR field and key “c” in the ACTION field (middle underscore).

Press [Enter]
RI113A
RI Transplant Stage Maintenance, continued

RI320C
Recipient Transplant Exception

The BEGIN DATE and/or the END DATE of the Exception Code 25 record will be opened for key entry. Change the dates accordingly; in this instance, the END DATE will be extended to 10/31/2014 to include all dates of the Stage.

Press [PF9=CNF] to confirm the change
Continued

RI113A
RI Transplant Stage Maintenance, continued

RI320C
Recipient Transplant Exception

Message 9202 Record(s) Successfully Changed is displayed

Press [PF5=PRI] to transfer back to RI113A (Stage Maintenance, Add) to add the transplant stage
Continued

**RI113A**  
**RI Transplant Stage Maintenance, continued**

Any data previously entered in RI113A (Add) that was not confirmed prior to transferring to another screen will be cleared upon the return to RI113A.

Anytime the RI113 Stage Maintenance screen is left in ADD mode, any data on the screen will be cleared if it was not confirmed by the [PF9=CNF] key. This is done intentionally as we do not want to have partially completed data entered.
After updating the Exception Code 25 record, key data for the addition of the next stage and press [Enter]. Pressing [Enter] will edit the record and verify that values entered are valid.

**NOTE:** At no time during the add process is the Health Plan user able to access the Contracted Amount, Approved Amount, Override Amount or Payment Authorization ID as these fields are only available to AHCCCCS.

If there are no error messages displayed, press [PF9=CNF] to confirm the stage add.
Continued

RI113A
RI Transplant Stage Maintenance, continued

Message 9200 Record(s) Successfully Added is displayed

Pressing [PF5=110] will return to the RI110 Transplant Case Summary screen
Continued

**RI113A**
RI Transplant Stage Maintenance, continued

**RI110I**
RI Transplant Case Summary

This is the RI110 Transplant Case Summary showing one stage has been added to the case.

Stage ALO02 is in Active status

To add the next stage of the case, press [PF6=STG]
Continued

**RI113A**
**RI Transplant Stage Maintenance, continued**

Key data for the addition of the next stage and press [Enter]. Pressing [Enter] will edit the record and verify that values entered are valid.

**NOTE:** The CONTRACT PROVIDER field requires the AHCCCS Provider ID of the contracted transplant facility.
NOTE: After entering the CONTRACT PROVIDER ID, it is not necessary to enter a BILLING PROVIDER ID.

The BILLING PROVIDER field will be populated if and when necessary by the AHCCCS Reinsurance Unit.

If there are no error messages displayed, press [PF9=CNF] to confirm the addition of the stage.
Continued

RI113A
RI Transplant Stage Maintenance, continued

Message 9200 Record(s) Successfully Added is displayed

Pressing [PF5=110] will return to the RI110 Transplant Case Summary
Continued

**RI113A**  
**RI Transplant Stage Maintenance, continued**

**RI110I**  
**RI Transplant Case Summary**

This is the RI110 Transplant Case Summary showing the two stages that have been added to the case

To add the Prep and Transplant Stage of the case, press [PF6=STG]
Continued

**RI113A**  
**RI Transplant Stage Maintenance, continued**

Key data for the addition of the Prep and Transplant stage and press [Enter]. Pressing [Enter] will edit the record and verify that values entered are valid.

If there are no error messages displayed, press [PF9=CFN] to confirm the stage add.

![Image showing the addition of a Prep and Transplant stage with data fields]

After confirming the add record of any Prep and Transplant stage (with dates), the system will display the "9200 Record(s) Successfully Added message three times.

Press [PF4=MSG]
RI Transplant Stage Maintenance, continued

Whenever a Prep and Transplant stage is added or updated with valid dates, the PMMIS system will automatically create the Follow Up Care 1-30 and 31-60 stages with dates.

**NOTE:** Should the dates of a Prep and Transplant stage be changed/updated, the PMMIS system will re-determine and re-synch the dates of the Follow Up Care 1-30 and Follow Up Care 31-60 stage dates to ensure they stay correct.

Pressing [PF2=RTN] twice will return to the RI113 Transplant Stage Maintenance screen.
Continued

RI113A
RI Transplant Stage Maintenance, continued

Pressing [PF5=110] will return to the RI110 Transplant Case Summary screen
RI110I
RI Transplant Case Summary

After creating the Prep and Transplant stage, note that the system auto created the Follow Up Care 1-30 and Follow Up Care 31-60 stages with an Inactive status.

NOTE: The auto created Follow Up Care 1-30 and Follow Up Care 31-60 stages are created with an Inactive status because there may not be an Exception Code 25 record associated with them.

When PMMIS auto creates stages for Follow Up 1-30 and/or 31-60 with dates of service spanning contract years (i.e. 09/30/2014 - 10/01/2014), it is necessary to request a deletion of those stage(s) that span contract years. The deletion request is to be made to the AHCCCS Medical Management Unit. A new case for the stage(s) with dates in the following contract year will need to be created.
RI110I
RI Transplant Case Summary, continued

RI320I
Recipient Transplant Exception

To transfer to the RI113 Stage Maintenance screen from the RI110 Transplant Stage screen, key “e” (edit) in the “A” (action) column for stage ALU05 Follow Up Care 1 - 30 Press [Enter].
Continued

RI110I
RI Transplant Case Summary, continued

RI113C
Stage Maintenance

Transaction travel to the NTR fields and key “c” (change) in the ACTION field (middle underscore) and press [Enter]
RI110I
RI Transplant Case Summary, continued

RI113C
Stage Maintenance

Change STAGE STATUS to “A” Active, press [Enter]

The PMMIS system now displays error message “7089 Exception Record not Within Processing Date Range”.

Before this stage can be changed to Active (A) or Processed for Payment (PR) status, the member’s Recipient exception Code 25 record will need to be updated.

Pressing [PF7=EXCP] will transfer to RI320I recipient Exception Screen for review and update to the Exception code 25 record before the Follow Up Care 1-30 can be changed to Active Status.
Continued

RI110I
RI Transplant Case Summary, continued

RI320I
Recipient Transplant Exception

Pressing [PF19=EXCP], this is [shift PF7=EXCP], transfers to RI320I (Recipient Exception Code) for review and possible update to the Exception Code 25 record before the Follow Up Care 1-30 and Follow Up Care 31-60 stages can be changed to Active status.

This shows the member’s Exception Code 25 record will need to be changed to include the entire date span of stage ALU05 Follow Up Care 1-30 because the stage dates (10/19/2014 - 11/17/2014) cross over two recipient exception code records.

Pressing [PF5=110] will return to the RI110 Transplant Case Summary screen.
RI110I
RI Transplant Case Summary, continued

RI113C
Stage Maintenance

Review shows the first Exception code 25 record which has an END DATE of 10/31/2014 will need to be changed to reflect the entire date span of Stage ALU05 Follow Up Care 1-30 (which is 10/19/2014 - 11/17/2014).

AHCCCS Medical Management Unit will need to be contacted for the deletion of the second Exception code 25 record dates (11/01/2014 – 12/31/2014) so the END DATE of 10/31/2014 can then be changed to include the dates of any stages remaining.

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<th>BEGIN DATE</th>
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<th>ORIGINAL DATE</th>
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PF: 1=HLP 2=RTN 3=CLR 4=MSG 5=PRI 7=UP 8=DWN 10=TOP 11=BOT 12=ESC
Continued

RI110I
RI Transplant Case Summary, continued

RI113C
Stage Maintenance

RI320C
Recipient Transplant Exception

After AHCCCS Medical Management Unit has deleted the overlapping Recipient Exception Code 25 record, the END DATE can be changed. In this instance, because the Follow Up Care 1-30 and 31-60 stages have consecutive dates, it was best to change the END DATE of 10/31/2014 to 12/31/2014, extending it to include the dates of any remaining stages.

Press [PF5=110] to transfer back to the RI113C Stage Maintenance screen
Continued

RI110I
RI Transplant Case Summary, continued

RI113C
Stage Maintenance

Transaction travel to the NTR fields and key “c” (change) in the ACTION field (middle underscore) and press [Enter]
Continued

RI110I
RI Transplant Case Summary, continued

RI113C
Stage Maintenance

Change STAGE STATUS to “A” Active, press [Enter]

Press [PF9=CNF] to confirm the change to the Stage status to A (active)
Continued

RI113C
Stage Maintenance

RI110I
RI Transplant Case Summary, continued

Message 9202 Record(s) Successfully Changed is now displayed
Continued

**RI113C**
Stage Maintenance

**RI320C**
Recipient Transplant Exception

Press [PF5=PRI] from the RI113 Stage Maintenance screen to travel back to the RI110 Transplant Case Summary screen to change the Stage Status of the Follow Up Care 31-60 stage.

Key “A” (Active) in the STAGE STATUS field and press [Enter]

Press [PF9=CNF] to confirm the change to the Stage status to A (active)
Continued

RI113C
Stage Maintenance

RI320C
Recipient Transplant Exception

System now displays message 9202 Record(s) Successfully changed

Press [PF5=110] to transfer back to the RI110 Transplant Case Summary screen
Continued

**RI110I**
*RI Transplant Case Summary*

**RI113A**
*Stage Maintenance*

Effective 10/01/2014, Day 11+ for Kidney and Day 61+ for all other case types will require an additional stage be added to the case only when it is one continuous Inpatient stay in the acute care facility from Prep and Transplant through discharge where the days are greater than 10/60.

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<tr>
<td>03</td>
<td>ALU03</td>
<td>CORD BLOOD PASS THRU</td>
<td>02/0470 10/18/2014</td>
<td>10/18/2014</td>
<td>A</td>
<td>0.00</td>
</tr>
<tr>
<td>04</td>
<td>ALU04</td>
<td>PREP AND TRANSPLANT</td>
<td>02/0470 10/12/2014</td>
<td>10/18/2014</td>
<td>A</td>
<td>0.00</td>
</tr>
<tr>
<td>05</td>
<td>ALU05</td>
<td>FOLLOW UP CARE 1-30</td>
<td>02/0470 10/19/2014</td>
<td>11/17/2014</td>
<td>A</td>
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</tr>
<tr>
<td>06</td>
<td>ALU06</td>
<td>FOLLOW UP CARE 31-60</td>
<td>02/0470 11/18/2014</td>
<td>12/17/2014</td>
<td>A</td>
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</tr>
</tbody>
</table>
Continued

RI110I
RI Transplant Case Summary

RI113A
Stage Maintenance

As with all other stages created, a review of the RI320 Recipient Transplant Exception screen will be required to insure that the Transplant Exception code 25 record is posted.
RI110
RI Transplant Case Summary

RI113A
Stage Maintenance

**NOTE:** This stage identified as “Days 11+ or 61+ Per Diem” should only be created when there is inpatient care from day of admit in the Prep and Transplant stage continuous through the day of discharge after day 10 or 60.

Press [PF5=110] to transfer back to the RI110 Transplant Case Summary screen
RI110I
RI Transplant Case Summary

NOTE: In order to receive payment for transplant stages, billed charges and health plan paid amounts for approved, adjudicated Encounters that have associated to a stage will display on the RI115 Transplant Stage Detail screen. The billed charges and health plan paid amounts on this screen must match the billed amounts and health plan paid amounts submitted on the hard copy claim documents.

To insure all transplant claims have been encountered to AHCCCS, transfer to the RI115 Transplant Stage Detail screen. Key “s” in the ACT (“A”) field for stage ALU04.
Transplant Stage Detail

This transfers to the RI115I (Transplant Stage Detail, Inquiry) screen. This screen will display all Encounters associated to the stage.

**NOTE:** In order to receive payment for transplant stages, billed changes and health plan paid amounts for approved, adjudicated Encounters that have associated to this stage will display on this screen and must equal the billed charges and health plan paid amounts on the submitted hard copy documents.

Transfer back to the RI113 Stage Maintenance screen via the [PF5=110] screen
RI110I
RI Transplant Case Summary, continued

RI113I
RI Stage Maintenance

NOTE: For payment of a transplant stage, see the Reinsurance Processing Manual, for required information and documentation to be included with transplant claims

When all documentation has been submitted and received by the AHCCCS Reinsurance Unit for request for payment of a transplant stage within the 15 month time limit, the transplant stage status will be changed to “PR” (Processed) status by the Reinsurance Unit to be processed for payment in the next Reinsurance Pricing Cycle.
Continued

RI1101
RI Transplant Case Summary, continued

Stage ALU04 Prep and Transplant showing in “PR” (Processed) status, the PAYMENT DUE field is highlighted, and the case will be selected for payment in the RI Pricing Cycle that follows.