

11/2021: This Update has been revised since its original publication. Revised information appears in red text on page 2.

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The Online Handbook will not be revised to include temporary policy information in this Update.

ForwardHealth **UPDATE**

Wisconsin serving you

Your First Source of ForwardHealth Policy and Program Information



TEMPORARY COVERAGE POLICY AND PROCESS FOR SWING BED CARE PROVIDED BY HOSPITALS

Effective for dates of service on and after June 14, 2021, ForwardHealth will temporarily cover nursing facility-level care (swing bed care) provided by hospitals for Wisconsin Medicaid members who require such care after hospital discharge and for whom the hospital is unable to locate a suitable nursing facility. Reimbursement to hospitals for swing bed care was authorized under 2021 Wisconsin Act 10 and will be available through the end of 2021 or until the end of the federal COVID-19 public health emergency, whichever is sooner.

Provider Eligibility

In order to be eligible to provide and receive ForwardHealth reimbursement for swing bed care, hospitals must have received swing bed certification from the Centers for Medicare & Medicaid Services, either through the standard certification process or through the [public](#)

AFFECTED PROGRAMS

BadgerCare Plus, Medicaid

TO

Hospital Providers, HMOs and Other Managed Care Programs

The information provided in this ForwardHealth Update is published in accordance with 2021 Wisconsin Act 10 § 9119.

[health emergency-related waiver process](#) under federal Social Security Act § 1135.

Prior Authorization Requirements

Participating hospitals will be required to submit a prior authorization (PA) request to ForwardHealth for each member (including members who are enrolled in managed care programs) for whom swing bed care at the hospital is being considered.

Prior Authorization Process

To request PA for swing bed care, hospital providers are required to submit the following by fax to ForwardHealth at **608-266-1096** (Note: This is a different fax number than ForwardHealth's usual fax number.):

- A completed Prior Authorization for Hospital Swing Beds Fax Cover Sheet, F-02815A (06/2021) (This is a new form; it is available on the [Forms page](#) of the ForwardHealth Portal.)
- A completed Prior Authorization for Hospital Swing Beds form, F-02815 (06/2021) (This is a new form; it is available on the [Forms page](#) of the Portal.)
- Updated plan of care
- Discharge summary from acute hospital with physician order
- Therapy notes and/or medical notes to confirm level of care
- Case management notes including reasons for not achieving a discharge and three attempted referrals to nursing facilities (Include the names of the facilities contacted.)
- Attestation (fulfilled by completing the Prior Authorization for Hospital Swing Beds form and related documentation) to the Wisconsin Department of Health Services that:
 - The provider has made a good faith effort to exhaust all other options; AND
 - The hospital meets all eligibility requirements for the federal Medicare program under 42 USC 1395 et seq. for reimbursement for the use of swing beds or, for any hospital that is not a critical access hospital, meets all requirements under the terms of a federal waiver approved under federal Social Security Act § 1135; AND

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- There is a plan to discharge patients as soon as practicable, when a skilled nursing facility bed becomes available, or when the COVID-19 public health emergency ends, whichever is earlier

Prior Authorization Decisions

ForwardHealth will make a decision regarding a provider's PA request within 20 working days from the receipt of all the necessary information. After processing the PA request, ForwardHealth will send the provider either a decision notice letter or a returned provider review letter. Providers will receive a decision notice letter for PA requests that were approved, approved with modifications, or denied. Providers will receive a returned provider review letter for PA requests that require corrections or additional information. The decision notice letter or returned provider review letter will clearly indicate what is approved or what correction or additional information ForwardHealth needs to continue adjudicating the PA request.

Once a PA request is approved, hospitals may submit claims to ForwardHealth for reimbursement for providing swing bed care. Approved PA requests authorize reimbursement for up to 14 days of swing bed care. Hospitals will be required to submit a separate PA request for each additional two weeks of swing bed care provided.

Claims Submission

Claims for swing bed care are required to be submitted to ForwardHealth on a **paper** UB-04 claim form, completed by following the inpatient hospital [UB-04 claim form instructions](#).

Note: Claims for swing bed care that are submitted electronically will be denied by ForwardHealth.

Swing bed care is reimbursed separately from acute care and should not be billed on the same claim as a member's inpatient stay.

If a member is enrolled in a managed care organization, inpatient care remains the responsibility of the managed care organization. Hospitals are required to submit claims for inpatient care to the managed care organization using their standard process and submit claims for swing bed care separately to ForwardHealth using the process outlined in this ForwardHealth Update.

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Claims Submission Instructions

When completing the UB-04 claim form for swing bed care, hospitals are required to enter the appropriate type of bill code for swing bed care in Form Locator 4. Type of bill codes begin with 018, with the fourth digit representing billing frequency:

- 0181 (Swing Bed – Admit through discharge claim)
- 0182 (Swing Bed – Interim, first claim)
- 0183 (Swing Bed – Interim, continuing claim)
- 0184 (Swing Bed – Interim, last claim)

For these claims, the leading zero is required when indicating the type of bill code.

Once the claim for swing bed care is completed, hospitals are required to:

- Submit claims to ForwardHealth, separate from other hospital claims. (If submitting multiple swing bed claims, hospitals may submit all claims in one envelope.)
- Complete and include a [Written Correspondence Inquiry form](#), F-01170 (07/2012), selecting “Other” in the Reason for Inquiry section with “swing bed care” as the explanation. (Include only one copy of this form per envelope of claims.)
- Mail completed claims to ForwardHealth:

ForwardHealth
Claims and Adjustments
313 Blettner Blvd
Madison WI 53784

Reimbursement

Claims submitted to ForwardHealth for swing bed care will be processed manually on a monthly basis. Hospitals will be reimbursed on a fee-for-service basis for approved swing bed care at a per diem rate of \$161.76. Reimbursement for swing bed care will not appear on the 835 Health Care Claim Payment/Advice transaction due to the manual processing of these claims.

Payments will include a memo indicating that payment is for swing bed care and the date range covered.

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Documentation Retention

Providers are reminded that they must follow the documentation retention requirements per Wis. Admin. Code § [DHS 106.02\(9\)](#). Providers are required to produce or submit documentation, or both, to ForwardHealth upon request. Per Wis. Stat. § [49.45\(3\)\(f\)](#), providers of services shall maintain records as required by the Department of Health Services for verification of provider claims for reimbursement. The Department of Health Services may audit such records to verify actual provision of services and the appropriateness and accuracy of claims. ForwardHealth may deny or recoup payment for services that fail to meet these requirements. Refusal to produce documentation may result in sanctions including, but not limited to, termination from the Medicaid program.

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The ForwardHealth Update is the first source of program policy and billing information for providers.

Wisconsin Medicaid, BadgerCare Plus, SeniorCare, and Wisconsin Chronic Disease Program are administered by the Division of Medicaid Services within the Wisconsin Department of Health Services (DHS). The Wisconsin AIDS Drug Assistance Program and the Wisconsin Well Woman Program are administered by the Division of Public Health within DHS.

For questions, call Provider Services at 800-947-9627 or visit our website at www.forwardhealth.wi.gov/.