

MEMORANDUM

TEXAS DEPARTMENT OF HUMAN SERVICES

SUBJECT: Community Care Policy Clarification RC 99001
PLEASE SHARE WITH APPROPRIATE STAFF

TO: Regional Directors
Aged & Disabled Services

FROM: Becky Beechinor
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Long Term Care Services
State Office W-511

DATE: April 16, 1999

The following clarification pertains to the completion instructions of the Daily Census Record, Form 3251, for Residential Care Facilities.

Policy Question 1:

Sometimes a facility bills for a bedhold rate for a client who is in the hospital or nursing home and subsequently discovers the client dies while he was in the hospital or nursing home. How can the facility update Form 3251 to reflect the facility submitted a negative bill to correct the overbill?

Policy Response 1:

Item 5125.2, Hospitalization, in the Residential Care Provider Manual, explains that the facility charges a bedhold rate when a client is a hospital or nursing facility. The facility indicates this charge by entering "HL" (Hospital Leave) on the Form 3251 for the dates the client is in the hospital or nursing facility. If the facility incorrectly charges a bedhold rate, the facility updates the Form 3251 by lining "HL (Hospital Leave) for the dates in which the reimbursement for the bedhold rate was received incorrectly and entering above "HL" "D" (Discharge) and the date of the correction. An example of a corrected Form 3251 is attached. The facility must negative bill for the incorrect charges if the department has reimbursed the facility for those days. If the facility also received payment from the client for part of the bedhold rate, the facility must reimburse the client for that portion billed incorrectly.

If you have any questions about this policy clarification, please contact your contract manager.

[signature on file]

Becky Beechinor

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