

# *Administrator Alert*

*Policy updates & rule clarifications for Assisted Living,  
Residential Care & Nursing Facilities*

Office of Licensing & Quality — Oregon Department of Human Services

**September 15, 2009**

## **MMIS TRAINING - NURSING FACILITY BILLING**

Dear Administrator,

**Please share this Administrator Alert with the person(s) responsible for billing the Department for Medicaid nursing facility services.**

The Department of Human Services has scheduled an all day, in-person training in **Portland, Oregon** to review the nursing facility Medicaid billing instructions. Please complete the attached registration form for each person who will attend the training.

During this training, DHS will cover the following topics:

- How to check client eligibility
- How to bill using the paper UB-04
- How to bill using the Provider Web Portal
- How to read a remittance advice
- Common billing errors and reasons for denied claims

### **Training Information:**

Date: September 18, 2009

Time: 9:00 a.m. – 3:00 p.m.

Location: St. Vincent Hospital - East Pavilion, Auditorium room A (use Fountain entrance, parking in the East parking structure)  
9205 SW Barnes Road  
Portland, OR 97225



For more information, contact the DHS Office of Licensing and Quality of Care, 1-800-232-3020. Visit the DHS Web site at [www.oregon.gov/DHS/](http://www.oregon.gov/DHS/)