

CAREBRIDGE PROVIDER PORTAL

IOWA HOME HEALTH REFERRING PROVIDER GUIDE

UB-04 Form Locator Box 79



Select Home Health (HHS) that require Electronic Visit Verification (EVV) billed on an 837 institutional claim require that the Agency Portal Administrator manage certain elements related to HHS billing within the CareBridge Provider Portal or through a third-party vendor.

Providers are responsible for determining when the **Referring Provider** is required and are expected to follow guidance set forth by Iowa Medicaid in Informational Letter No. 1928-MC-FFS-D.

CAREBRIDGE EVV USERS

CareBridge users can manage referring providers through the Authorization Details screen and Visit Details tab.

AUTHORIZATION DETAILS

To specify the Referring Provider, navigate to the **'Authorizations'** page and locate the desired authorization. Click the Actions menu (three vertical dots) and select Authorization Details. (Figure 1).

Figure 1. Authorizations Page Actions Menu

MEMBER	UPDAT... DATE	START DATE	END DATE	UNITS	AUTH #	SERVICE	MODIFIERS	STATUS	ACKNOWLEDGMENT	EMPLOYEE
CLEO MAXWELL	08/01/2024	01/01/2022	12/29/2025	1040	E979FB5C7CA	T1030		Active	✓ Acknowledg...	

The Actions menu for the first row is open, showing three options: Authorization Details, Member Details, and Void Authorization. The 'Authorization Details' option is highlighted with a red box.

Figure 2. Authorization Details Page

Click the pencil icon at the top of the details page to enable editing. Choose an option from the referring provider drop-down menu or filter by typing in the referring provider [NPI, first name, or last name], then click save. (Figure 2).

The screenshot shows the 'Authorization Details' page for CLEO MAXWELL. At the top, there is a pencil icon in a red box labeled 'Editing'. Below this, the authorization details are displayed in a form. The 'Referring Provider' field is highlighted with a red box and contains the text 'Select Referring Provider'. At the bottom right, there are 'CANCEL' and 'SAVE' buttons.

VISIT DETAILS

To specify the referring provider on visits without an authorization, navigate to the **'Visits'** page and locate the desired visit. Click the *Actions* menu (three vertical dots) and select *Visit Details* (Figure 3).

Figure 3. **Visits Page Actions Menu**

MEMBER ↑	DATE ↑	CHECK IN TIME ↑	CHECK OUT TIME ↑	AUTH # ↑	SERVICE ↑	PAYER	
JOHN ADAMS	03/02/2023	12:00 PM	02:00 PM	None	G0158	CB Test Payer	⋮

- Visit Details
- Authorization Details
- Member Details
- Attest

Figure 4. **Visit Details Billing Card**

Billing

Service Code: G0158

Modifier 1: None

Modifier 2: None

Modifier 3: None

Modifier 4: None

Billing Status: None

Units: None

External Payer Claim Number: None

Service Provider: CAREBRIDGE TRAINING

Service Provider NPI: 1234567893

Service Provider Alternate ID: 0000

Primary Diagnosis Code: A001

Other Diagnosis Code(s): None

Condition codes: None

Attending Provider: None

Admission Date: None

Referring Provider: None

[View member current setting.](#)

On the *Visit Details* page, scroll down to the *Billing* card and click the pencil icon to enable editing (Figure 4). Choose an option from the referring provider drop-down menu or filter by typing in the referring provider [NPI, first name, or last name], then click save.

Referring Provider:

THIRD-PARTY EVV USERS

Providers should make sure they have reviewed these changes with their EVV vendor.

Providers using a third-party EVV vendor can include Referring Provider details on EVV visit files. Providers must include a valid Referring Provider Name and NPI on EVV visit files if they want this information associated to the visit and used on the claim. Invalid values will result in an alert. For convenience, we have linked the [CareBridge EVV Integration Guide and Technical Specifications](#) for Iowa which includes the acceptable field formats and additional details.