CAREBRIDGE PROVIDER PORTAL
IOWA HOME HEALTH FACILITY TYPE GUIDE
UB-04 Form Locator Box 4

Select Home Health Services (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.

CareBridge and third-party EVV system users must select a **Facility Type** claiming element configuration using the CareBridge Provider Portal under each health plan. **Note:** As of **10/1/2024**, failing to configure this claim element will result in a claim-blocking alert.

Navigate to the '**Settings'** page, select the *Billing* tab, and click the *Home Health Phase 1* tab. For each health plan your agency provides services to, click the *settings* drop-down menu(s) to view the facility type options (Figure 1).
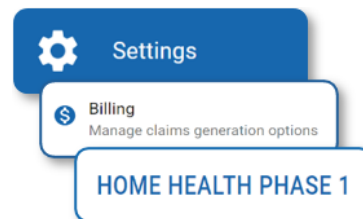

*Figure 1. **Settings Drop-down Menu***

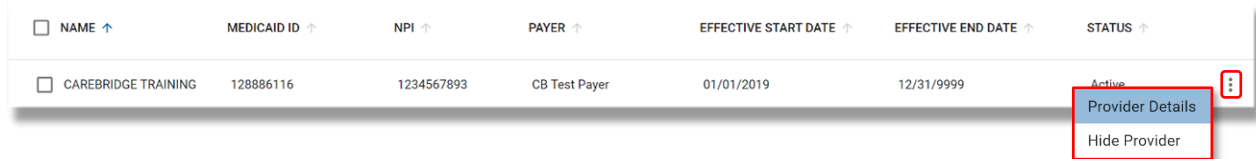Providers have two options for how they manage facility type for service providers:

- *'Use the same value for all service providers'* to select a facility type to apply to all service providers.

- *'Manage at the individual service provider level'* to choose the facility type for each service provider.

Click '*Save Changes'* to finalize the selections. All settings will also apply to Home Health Phase 2 services. Providers can still manage the facility type individually even if they choose the '*Use the same value for all service providers'* option.

CAREBRIDGE EVV USERS

If the option to '*Manage at the individual service provider level'* was chosen, navigate to the **'Provider Admin'** page (Figure 2). Locate the desired service provider and click the *Actions* menu (three vertical dots). Choose *Provider Details* from the pop-up menu.
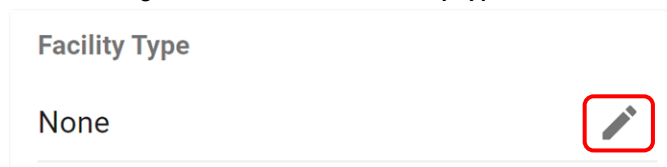
Figure 2. **Provider Admin Page**

On the **'Provider Details'** page, scroll to the bottom to view the facility type field and click the *pencil icon* to enable editing (Figure 3).

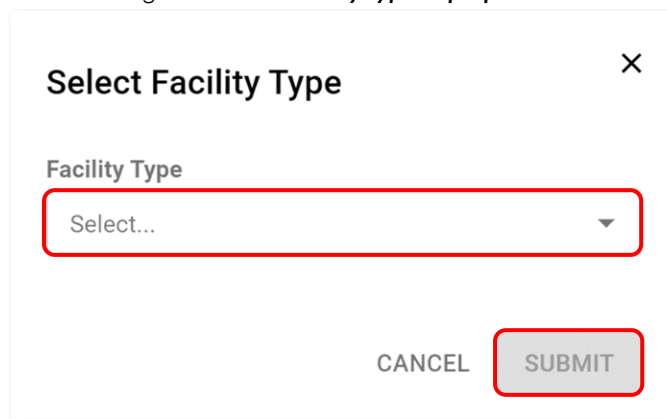Figure 3. **Provider Details Facility Type Field**

Select the facility type from the drop-down menu, then click *Submit* (Figure 4).

Figure 4. **Select Facility Type Pop-up Menu**

THIRD-PARTY EVV USERS

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

If providers using a third-party EVV vendor choose the '*Manage at the individual service provider level*' option, they must include the Facility Type code on EVV visit files. Selecting this option and failing to include the code will result in an alert. If providers choose to '*Use the same value for all service providers*' and proceed to send an EVV visit with a different Facility Type Code, the data sent with the visit will be used for claiming. For convenience, we have linked the CareBridge EVV Integration Guide and Technical Specifications for Iowa which includes acceptable Facility Type Codes and their descriptions.