CAREBRIDGE PROVIDER PORTAL
IOWA HOME HEALTH ADMISSION DATE GUIDE
UB-04 Form Locator Box 12

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 an **Admission Date** claiming element configuration using the CareBridge Provider Portal for members under each health plan.
Note: As of **10/01/2024**, 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 admission date options (Figure 1).
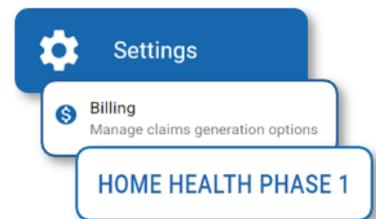

Figure 1. ***Settings Drop-down Menu***

Providers have two options for how they manage admission dates for members:

- *'Align with the statement date'* to align the admission date with the statement date for all members.

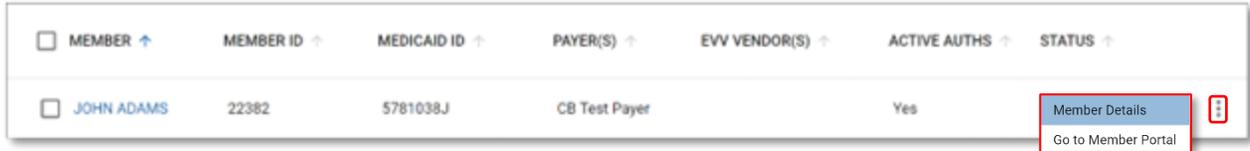- *'Manage admission on an individual basis'* to manage dates on an individual member level.

Click *'Align with the statement date'* to automatically assign dates **or** click *'Manage admission on an individual basis'* to manually set dates. Click *'Save Changes'* to finalize the selections. *All settings will also apply to Home Health Phase 2 services.*

> **IF** a provider selects the option to *'Align with the statement date,'* the provider can still choose to manually manage / add at the individual member level.

CAREBRIDGE EVV USERS

To manually select dates, navigate to the **'Members'** page and locate the member. Click the *Actions* menu (three vertical dots) and select *Member Details* (Figure 2).

Figure 2. **Members Page Actions Menu**

On the **'Members Details'** page, scroll down to the *Payer(s)* section, click the drop-down arrow, and click the '+' icon next to *Certification Periods*. On the **'Add Certification Period'** pop-up screen, select a starting period date. Next, choose an end period date or a period duration option. Click save to finalize the selection *(Figure 4)*.

Figure 3. **Payer(s) Section**
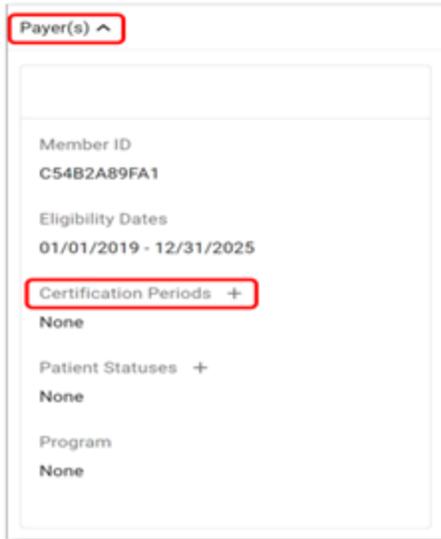
Figure 4. **Add Certification Period Pop-up**
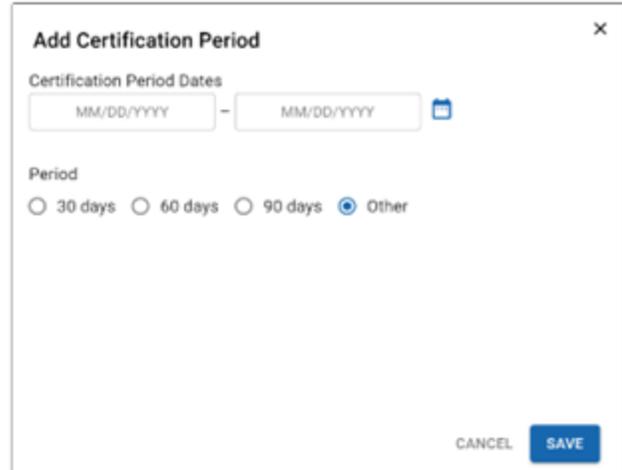
THIRD-PARTY EVV USERS

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

If providers choose to *'Manage admission on an individual basis'* option, they must include Admission Dates on EVV visit files. Selecting this option and failing to include a date will result in an alert. Visits sent with conflicting admission dates or containing an admission date after the date of service on the visit will result in an alert. If providers choose to *'Align with statement date'* and proceed to send an EVV visit with a date, the date sent with the visit will be used for claiming. For convenience, we have linked the CareBridge EVV Integration Guide Technical Specifications for Iowa.