

Split/Shared Outpatient Workflow

Created by URMIC Office of Integrity and Compliance - Rev. 3/2023

To Bill a Split/Shared Visit Under the Physician:

- E&M visit in the facility setting (Place of Service 19 and 22)
- Both providers must be credentialed with the Payers under the same Group Practice NPI
- Both providers see the patient on the same calendar day
- Both providers must actively participate, document and electronically sign the note
- MD to close the visit note for charge capture using the Addend tab

How the note is closed is critical for compliance and charge capture:

- **Addend tab** should be used for shared visits as appropriate to capture full charges billed under the physician
 - **Do Not Attest** an APP note. The Attest tab is only to be used when working with residents and fellows
- Use the **CO-SIGN tab** when signing off with a signature only or minimal additional documentation. Charges will go out under the **APP as billing provider.**

Split/Shared Visit Guideline Tips

- Consultation codes (99242-99245) cannot be used for split/shared between an APP and a Physician
- Procedures cannot be split/shared. Procedures must be billed under the provider that is credentialed, performs, and documents the procedure.
- The Teaching Physician Guidelines do not apply to APPs

Substantive Portion: Smartphrase

Smart phrase **.FS** is available in eRecord

- Should be used for all split/shared visit addendums
- Ensures that the beginning of the addendum is properly documented
- Billing provider must document details of the substantive portion he/she personally performed:
 - e.g., Medical Decision Making; at a minimum we recommend enough detail to support the diagnosis and treatment plan or other medical decision.

FS visit billed based on **Medical Decision Making** for example:

“I personally performed a substantive portion of this visit working collaboratively with the APP. Details include...”

FS visit billed based on **Time** – total time on calendar day example:

“I personally performed the majority of time (substantive portion) of this visit. Total time on the calendar day of the encounter (my personal time + non-overlapping independent time of APP) including pre and post visit work was ___ minutes.”

Outpatient Work Flow

- Who the encounter is scheduled to and who signs the note does not have any impact on billing. It does impact other things such as “In Basket” messages. If necessary, you should update the scheduled provider, but it will not have an impact on billing.
- Whoever is listed as the **authorizing provider** in the level of service section **will be the billing provider for that encounter.**
- The billing provider for the encounter will always be the provider who is listed as the Authorizing Provider in the Level of Service (LOS) section of the encounter.
- **Addend tab** should be used for shared visits when appropriate to capture full charges under the physician.

PLAN Visit Diagnoses LOS Follow-up Patient Instructions

Level of Service

99211	99212	99213	99214	99215
99201	99202	99203	99204	99205

LOS: CPT®

Modifiers: +

Additional E/M codes: [Click to Add](#)

Auth prov:

Billing area:

Supervision

Type:

Provider:

Outpatient FS Modifier Workflow

- Must be added to all split/shared visits
- Must be added by the billing provider
- Attached to the evaluation and management code in the LOS section - modifier buttons are available and become active after you add the E&M code.

Level of Service

212/10-19... 213/20-29... 214/30-39... 215/40-54... **202/15-29...**

203/30-44... 204/45-59... 205/60-74... NPE 18-39 NPE 40-64

NPE 65+ EPE 18-39 EPE 40-64 EPE 65+ Procedure

TCM-Mod TCM-High Tele 11-20 Tele 21-30 iAWV

SubAWV

LOS: PR OFFICE/OUTPATIENT NEW SF MDM 15-29 MINUTES [9920] CPT(R)

Modifiers: 24 25 **FS** +

Additional EM codes. [Click to Add](#)

Auth prov: FAMILY MEDICINE, PHYSICIAN

Billing area: PCBS OLSAN MEDICAL GROUP SMH

Questions?

Please contact your Compliance Analyst, UBO Coder, or
email Compliance@URMC.Rochester.edu
with any questions or concerns

MEDICINE *of* THE HIGHEST ORDER

