

	Strong Home Care Group, Inc.	Corporate Compliance
	POLICY: Annual Charge Master Review	Policy #110A
	SECTION: 100A	
	Created: 1/16/06	Reviewed:            Revised:
	Approved by: Audit Committee Date: 1/17/07	Reg: COP:

**Policy:** A charge master is a master list of services, supplies and drugs used for patient care. A charge master contains the associated HCPCS or CPT-4 codes and revenue codes listed with each service, supply or drug. This information is used to automatically generate detailed coded information in the required file format for billing. The Charge Master serves a common purpose of allowing charges to be billed and ultimately reimbursed at a more consistent and accurate level. The accuracy of the Charge Master drives compliant billing practices.

**Description:** The annual review includes the following:

1. Incorporating new CPT-4 and HCPCS codes and removing deleted CPT-4 and HCPCS codes as issued by the American Medical Association (AMA). Identified changes will be made for all payers.
2. Applying code revisions to existing services and supplies defined in the Charge Master.
3. Reviewing the accuracy of all defined services and supplies with their code assignments and units of measure per the descriptions of CPT-4 codes, HCPCS codes and revenue codes.
4. The review will occur once the new CPT-4 and HCPCS codes are published to ensure that needed changes can be made and put in place for use at the start of the new year.

References:

American Medical Association Current Procedural Terminology  
Annual Medicare Fee Schedule released by CMS  
Annual Medicaid Fee Schedule released by NYS DOH  
AHIMA article – When Good Charge Masters Go Bad – 8/2005