



Note: Our package prices include only the items listed. Any additional consulting services requested to transfer existing account balances or customize package items will be billed at standard hourly rates.

Although we periodically revise and enhance the various components of our packages, we will not notify you and are not obligated to provide you with the revisions or enhancements.

FINANCIAL SUPPORT SERVICES PACKAGES

Monthly Monitoring Package – Cost to be Determined based on Monitoring Requested

1. Dash board reports
2. Utilization profiles
3. Monthly financial statement results by branch, business line, and payer type.

Standard Package - \$415

1. Custom chart of accounts for Home Care Agencies specially designed to provide:
 - Profit and loss reports by branch, business line and payer type.
 - Cost information required for Medicare Cost Reporting purposes.
 - Provided in Excel or QuickBooks import format to facilitate import into accounting software.
2. Basic internal control questionnaire to assist providers in establishing proper controls.
3. Record retention guidelines.

Enhanced Package - \$1,215

1. QuickBooks database that includes:
 - Custom chart of accounts for Home Care Agencies specially designed to provide:

- Profit and loss reports by branch, business line and payer type.
 - Cost information required for Medicare Cost Reporting purposes.
 - Branches (locations) customized for each provider's specific needs, standard payer type and business line classifications and instructions for adding additional branches, payers and business lines.
 - Memorized reports by payer type and business line.
2. Basic internal control questionnaire to assist providers in establishing proper controls.
 3. Record retention guidelines.

Premium Package - \$2,310

1. QuickBooks database that includes:
 - Custom chart of accounts for Home Care Agencies specially designed to provide:
 - Profit and loss reports by branch, business line and payer type.
 - Cost information required for Medicare Cost Reporting purposes.
 - Branches (locations) customized for each provider's specific needs, standard payer type and business line classifications and instructions for adding additional branches, payers and business lines.
 - Memorized reports by payer type and business line.
2. Basic internal control questionnaire to assist providers in establishing proper controls.
3. Record retention guidelines.
4. Copyrighted Excel template (updated annually for a nominal fee) to assist in preparation of Medicare Cost Report that includes:
 - Setup of account numbers and descriptions that correspond to QuickBooks database.
 - Instructions for entering information from QuickBooks memorized report for *Medicare Cost Report* purposes, *HomeSolutions* reports and other sources into template.
 - Alerts that warn when costs as entered do not agree to financial statements that will be filed with the Medicare Cost Report.
 - Automatic preparation of schedules for use in entering data into electronic Medicare Cost Report.
 - Checklist for determining non-reimbursable costs and related party transactions with chapter reference to CMS Provider Reimbursement Manual.
 - Operational analysis providing net Medicare profits per cost report, break even analysis for revenue and episodes as well as data and graphs for
 - Average Direct and Administrative Costs per Visit.
 - Average Visits per Medicare PPS Episode.
 - Average Direct and Total Costs per Medicare PPS Episode.
 - Average Reimbursement per Medicare PPS Episode.
 - Profit/Loss per Medicare PPS Episode.
 - 5. Medicare Cost Report filing checklist.
6. Sample Medicare Cost Report Transmittal letter.

Note: Our copyrighted Excel Template may be purchased separately for \$500. A \$500 credit will be provided for the first annual Medicare Cost Report we prepare on your behalf.

BILLING TRAINING PACKAGES

Cost to be determined based on scope of training requested. Please note that much of the training provided on site can be conducted remotely with the exception of any training involving the Medicare Online System.

On-site Home Health Billing Training

1. Understanding the Home Health Benefit and PPS Reimbursement.
2. Using the Medicare Online System: DDE, CWF and FISS to bill effectively and successfully.
3. Generating software specific Requests for Anticipated Payments (RAPs) and Final Claims.
4. Software specific claims processing for Non-Medicare Episodic Payors.
5. Commercial and other non-Medicare insurance authorizations, billing and collections training.
6. Medical chart auditing procedures and the compliant billing of monthly claims.
7. Daily and weekly billing processes including workspace organization tips.
8. Accounts Receivable management.

On-site Hospice Billing

1. Understanding the Hospice Benefit and Reimbursement.
2. Using technology: DDE, CWF and FISS to bill effectively and successfully.
3. Data entry of Notice of Elections (NOEs) into the Medicare System Online.
4. Medical chart auditing procedures and compliant monthly billing.
5. Software specific claims processing for non-Medicare payors
6. Daily and weekly billing processes including workspace organization tips.
7. Accounts Receivable management.