

Division of Specialized Care for Children



DSCC Billing Tips for Nursing Agencies

- 1** Submit all claims to the Division of Specialized Care for Children (DSCC) in standard billing week format of Sunday through Saturday.
- 2** DSCC must receive all claims within 180 days from the date of service or primary explanation of benefits. The clock starts from the date of service, not the date of DSCC's last denial. We must have a clean claim received within 180 days of the date of service to consider it for payment.
- 3** We do not partially pay claims that are incorrect. Therefore, if one thing is incorrect, we will deny the claim in full to allow the provider to make the appropriate adjustments and resubmit.
- 4** You must account for all staff hours prior to submitting claims to DSCC for reimbursement. Effective Jan. 1, 2023, the Department of Healthcare and Family Services (HFS)/DSCC will only allow for one correction to any paid claim.
- 5** When DSCC denies a billing week in full, you will only need to resubmit. This would not be considered a corrected claim. (Do not mark corrected if it is not.) You may make the necessary changes and resubmit the claim through EDI or on paper.
- 6** A "Corrected Claim" is when you need to make changes to an already paid claim. Please mark the claim corrected or indicate in the Invoice field. Please include the entire billing week, even if DSCC has already paid some charges. Do not just submit additional charges or changes. Effective Jan. 1, 2023, there is only one correction available per billing week. If DSCC has paid that billing week and you need to make any changes, you have one opportunity to do so.
- 7** You do not need to attach PPE Charges to the regular nursing charges. You may submit PPE as its own claim. You may also submit nurse training on its own claim. You must submit all other charges together in billing week format. Claiming for PPE is no longer allowed effective Nov. 11, 2023.
- 8** Effective Jan. 1, 2022, families are no longer required to exhaust their monthly allocation prior to billing respite hours. The family should be aware when you bill their respite hours.

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All providers must register at: provider.dsc.uic.edu. It is the provider's responsibility to check for payment and denials. DSCC vouchers claims on Friday evening, and the claim information will be available that following Monday. Please check the portal prior to inquiring about claim status. If you need assistance with registration, please contact: dscclaimsservices@uic.edu.

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If the rest of the month's bills rely on a billing week being paid, please ensure that billing week was processed and paid before submitting the rest of the month's claims. This will avoid the month processing out of order. We process claims by billing week.

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Please ensure that all paper claims are legible. We do not accept handwritten claims. We offer our claim form on our website in PDF or Word format under Provider Forms at dsc.uic.edu/for-providers/provider-forms/.

Common Billing Errors

- Unit/Rate does not match (H6)- When the billed amount exceeds the allowed amount for the units billed, DSCC will deny the claim. Please ensure that your units and billed amounts are correct or that you billed the proper modifier. We often see that the provider billed with an Overtime description but did not bill the modifier. Therefore, we cannot pay overtime and will deny your claim.
- Monthly Allocation Exceeded (HR)- If the allocation is exhausted for a Waiver participant, DSCC will deny the claim in full and indicate the amount remaining on the monthly allocation. This allows the provider to reduce the amount billed or turn the overage into respite hours if needed, on resubmission.
- Additional Hours Billed (HC)- If DSCC previously paid a billing week, we do not allow you to submit additional charges through EDI. You must bill all additional hours on paper as a corrected claim. You must include all charges for that billing week, even if they have been paid. DSCC will then adjudicate the original claim and pay the difference.
- Daily Hours Exceeded (H3)- Please ensure that each day does not exceed 96 units (24 hours) per day.

Contact us at **(800) 322-3722** for questions or for more information!

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