

# Setting Up and Using Galaxy MPPR Adjustment Feature.

## SET UP

**Step 1. Go to AR/Company File Maintenance/General/AR Module Master**

- Edit the existing Module Master record by clicking **Edit** button
- Click **Month End Close** tab
- Change **Use Facility MPPR** to “**Yes**” and click **Accept**

The screenshot shows a software window with several tabs: Master, Detail, Month End Close Options (selected), System Utilities, and 837 Submission. The main area contains several settings:

- Print Aging Report:  Yes  No
- Print Detail Report:  Yes  No
- Print Unbilled Items Report:  Yes  No
- Use Facility MPPR:  Yes  No
- GL Transactions Export Type:
- GL Transactions Export Dir:
- Facility GL Prefix:  Enter Space for None

On the right side, there are two buttons: **Accept** and **Cancel**. Arrows from the instructions point to the 'Use Facility MPPR' radio button and the 'Accept' button.

**Step 2. Go to AR/Company File Maintenance/Insurers/Insurer**

- Highlight the Insurer record that needs the MPPR adjustments (only Payor 1 insurer needs the set up - Galaxy will automatically calculate the copayor Insurer portion of adjustments based on the posted transactions)
- Edit the record by clicking **Edit** button

The screenshot shows a table with the following columns: Company Name, Insurer, Financial Class, Primary ID, City, State, Current Use. The 'ADMINISTAR FEDERAL' row is highlighted in blue. On the right side, there are buttons: **New**, **Edit** (highlighted), **Clone**, and **Delete**. Arrows from the instructions point to the highlighted row and the 'Edit' button.

Company Name	Insurer	Financial Class	Primary ID	City	State	Current Use
INTERNATIONAL UNION	INTERNATION	INS	PILOT	MARION	IL	T
IDPA	MCD	MCD	MEDICAID	SPRINGFIELD	IL	T
IDPA	MCDP	MCD	PENDING	SPRINGFIELD	IL	T
<b>ADMINISTAR FEDERAL</b>	<b>MCR-B</b>	<b>PTB</b>	<b>00160</b>	<b>LOUISVILLE</b>	<b>KY</b>	<b>T</b>
MEDICAL MUTUAL	MEDICAL MUT	MCR	PILOT	CLEVELAND	OH	T

c). Change **Use MPPR** to “Yes” and click **Accept**

Master | Detail | Billing Related | Billing Rules | 837 Specification

Company Name\* ADMINISTAR FEDERAL

Insurer\* MCR-B Financial Class 60 PTB

Resource Rule Calculation Type

Medicare Bad Debt

Current Use  Yes  No Facility NPI for Billing  Yes  No

WD Ancillary Copay  Yes  No Need No Pay Claim  Yes  No

Max Coverage Days 0 Use Taxonomy  Yes  No

Facility Constraint Use MPPR  Yes  No

Insurer Group MEDICARE B

Accept  
Cancel

**Step 3. Go to AR/Company File Maintenance/Ancillary Set Up**

a). Highlight the record that is subject to MPPR rule and click ‘\$ Standard’ button

Master | Detail

Ancillary	Description	Unit Name	HCPCS Code	Gross Per Unit	Charge By Serv.	Record Visits	Rate Rule
96111	DEVELOPMENTAL TEST, EXTEND	EACH	96111	0	F	T	
96125	COGNITIVE TEST BY HC PRO	EACH	96125	0	F	T	
97001	PT EVALUATION	EACH	97001	0	F	T	
97002	PT RE-EVALUATION	EACH	97002	0	F	T	
97003	OT EVALUATION	EACH	97003	0	F	T	

Filter And Refresh Master Data

Field [None] Relates >= % Advanced Filter

Value Apply Simple Filter Refresh Data Facility Constraint

Ancillary GL Detail Standard Advanced

Ancillary Price Detail \$ Standard \$ Advanced

New  
Edit  
Clone  
Delete  
Print  
Close

b). Highlight the Insurer price record and click **Edit** button

Master | Detail | Ancillary: 97001

State	Facility	Private Pay	Insurer	Certified	Start Date	End Date	Total Gross	Fee Schedule	Total Net
		F	MCD		07/01/2010		142	0	
		F	MCDP		07/01/2010		142	0	
		F	MCR-B		07/01/2010		142	71	71
		F	PVTINS		07/01/2010		142	142	142
		F	SECURE HORI		07/01/2010		142	0	
		F	VNATIP		07/01/2010		142	0	

New  
Edit  
Clone  
Delete  
Print

c). Change **Use MPPR** to “Yes”, type in the **current MPPR rate**, click **Accept**

The screenshot shows a software interface for an ancillary code '97001'. The 'Use MPPR' field is set to 'Yes' and the 'MPPR Price (\$)' field is set to 64.23. The 'Accept' button is visible on the right side of the form.

Note 1 : MPPR price should not be 0 if Use MPPR is “Yes”.

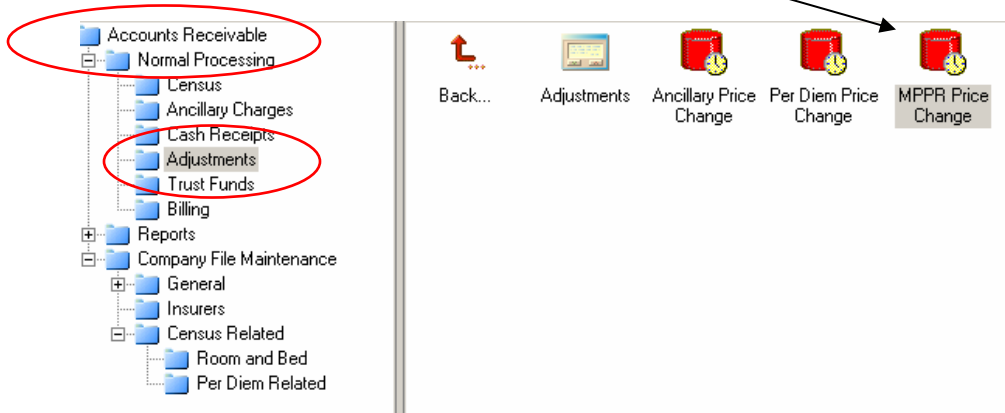
Note 2 : MPPR price will be ignored if Use MPPR is “No”.

The set up described in **Step 3** has to be performed for each HCPCS code that is subject to MPPR rule!

## **RUNNING MPPR ADJUSTMENTS**

MPPR Price Change can be performed at any point and for any Billing Period. The utility can be found under:

### **AR/Normal Processing/Adjustments/MPPR Price Change**



It is possible to perform MPPR price change just for one resident, when Resident field left empty the system will go through all residents' transactions for the selected period.

MPPR Price Change Criteria

Billing Period \*  /  \* Required

Select Resident (Optional)

Status  ADM

Resident

Search By  
 Name  Resident ID

**Do Price Change**

Price Change Status

**Description**

"Multiple Procedure Payment Reduction" process will go through all posted ancillary charges satisfying selected criteria (period, facility, resident). It will recalculate posted ancillary GROSS and NET based on "Ancillary MPPR Price Setup".

Facility, Insurer and Ancillary MPPR should be enabled.

MPPR rule will be used when more than one therapy with MPPR was provided to the same patient on the same day. The therapy with highest Fee Schedule price will be excluded from MPPR adjustment. The rest will be reverted and re-posted with new amounts in the new Adjustment MPPR Batch

You can run it multiple times.  
It is recommended to run it before month end close.

Please note - there shouldn't be any unposted Ancillaries at the time you run MPPR Price change!

User will be reminded to run MPPR price change utility during Month End Close process, so the MPPR adjustments are posted while the current period is still open.

If facility setup and any insurer setup configured for MPPR, the following message will be appearing as soon as you start closing month:

**Warning**

Do you want to run MPPR Price Change before you close period ?

If you just run it and/or you are confident you don't need it, press [No]

Otherwise we recommend you to run MPPR Price Change now.

Press Yes to run MPPR Price Change.  
Press No to skip MPPR Price Change and proceed with period closing.

It is up to you to choose to run the utility at that point or skip it and proceed with the closing process, for instance when you already performed MPPR price change manually.