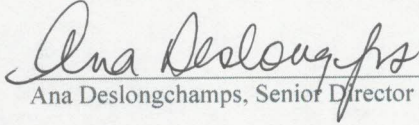


**TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER- EL PASO
MEDICAL PRACTICE INCOME PLAN - POLICY AND PROCEDURE**

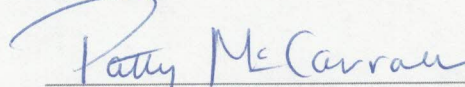
Revised Date: 03/17/2021

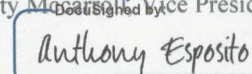
Effective Date: 04/01/2021

Prepared By:


Ana Deslongchamps, Senior Director

Approved By:


Patty McCarran, Vice President of Clinical Administration


Anthony Esposito, MPIP Executive Director

Department: Central Registration

TITLE: Hospital District FSC Assignment in CBiz

Policy: #3

Policy: It is the policy of Central Registration to process daily University Medical Center (UMC) patient registration reports and assign in CBIZ the Hospital District FSC 475 for UMC Indigent Care and Self Pay patients. Patients with the plan designations below are assumed to be eligible for Charity Care with reimbursement made to TTUHSC via the Medical Services Agreement with UMC.

Procedure:

- 1). Central Registration processes daily patient registration reports from UMC. Hospital District FSC 475 is assigned in CBiz for UMC Indigent Care and Self Pay patients (based on UMC's Financial Class Plan Description codes: D01 (Self Pay); N01 (Out of Country Self Pay); 100; 120; 150; 175 (Charity Care Plus). Before Hospital District is assigned, Self Pay accounts are researched for potential payor source conversion.
- 2) FSC 475 is retroactive 3 months from the UMC report Admission Date.
- 3) Update the Hospital District FSC and effective/expiration dates in CBiz.
 - a. Apply FSC
 - b. In Rec'd Date field enter: Report date (Example) 01/14/2020
 - c. In Effective Date field enter: (Example) 10/01/2019
 - d. In Expiration Date field enter: (Example) 10/01/2020
 - e. In UMC MRN field enter: (from UMC report/patient Medical Record Number). Click OK/Save.
 - f. Notes are entered whenever a FSC change on an existing patient takes place

CentriCity™ Framework

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Patient Services
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Comments
TES
Task Manager
Fin Activities
EDI
Claim Forms
Dictionaries
View Fee Schedule
DBMS
Eligibility
Enterprise Index
Links
Select HMO/Org/

MRN: [REDACTED] Prime Ph: 915-330-6974 FSC(List): 102.475
DOB: [REDACTED] Age: 45 Years PCMH: SSN: XXX-XX-1788 SELF PAY BAL:
Sex: M Spec Need: Case: ENGLISH N

Insurance: HOSPITAL DISTRICT HMC Field 1 of 11

Patient:	AVLA VICTOR 8208 BOSWORTH DR EL PASO, TX 79923-7434	MRN:	6082888 SSN: XXX-XX-1788 DOB: 09/02/1974	FSC:	SPIN ELHD
Effective Date:	11/01/2019	Expiration Date:	11/01/2020	Received Date:	07/14/2020
UHC HMI Number:	[REDACTED]	Ins. Co Dictionary Entry:	HOSPITAL DISTRICT UHC HEALTHCARE OPTI	Ins. Co. Name Override:	HOSPITAL DISTRICT UHC HEALTHCARE OPTI
Ins. Co. Address Line 1:	PO BOX 911100	Ins. Co. Address Line 2:	EL PASO, TX	Ins. Co. City/State:	79907-1100
Ins. Co. Zip Code:	79907-1100	Ins. Co. Telephone:			

Actions: [OK](#) [Cancel](#)

User: Acosta, Debbie System: ELP1