

# Chiropractic Billing and Documentation

6/21/2023

# Today's Presenters

---

## Provider Outreach and Education Consultants

- Michele Poulos
- Arlene Dunphy, CPC





## Disclaimer

National Government Services, Inc. has produced this material as an informational reference for providers furnishing services in our contract jurisdiction. National Government Services employees, agents, and staff make no representation, warranty, or guarantee that this compilation of Medicare information is error-free and will bear no responsibility or liability for the results or consequences of the use of this material. Although every reasonable effort has been made to assure the accuracy of the information within these pages at the time of publication, the Medicare Program is constantly changing, and it is the responsibility of each provider to remain abreast of the Medicare Program requirements. Any regulations, policies and/or guidelines cited in this publication are subject to change without further notice. Current Medicare regulations can be found on the [CMS website](#).





## Recording

Attendees/providers are never permitted to record (tape record or any other method) our educational events. This applies to webinars, teleconferences, live events and any other type of National Government Services educational events.

## Objective

Provide a sampling of chiropractic billing concepts and guidelines to give you a better understanding of the Medicare Program, while helping to decrease your National Government Services claim submission billing errors

# Agenda

---

Medical Necessity

Chiropractic Coverage

Active Versus Maintenance Treatment

Documentation Guidelines

Utilization Guidelines

Significant Facts for Successful Billing

Resources

# Chiropractic Coverage Policy

# LCD L33613 – Coverage Document (RETIRED)

## SIA A52853 – Supplemental Instructions (RETIRED)


- Medical Policy Article (A57889) for Chiropractic Services
  - [Local Coverage Article for Chiropractic Services – Medical Policy Article](#)
  - Coverage and Coding information
  - CPT codes
- [Medicare Coverage Database – Overview](#)

# CMS Medicare Coverage Database



## Welcome to the MCD Search

Start your search...

Chiropractic Illinois 

Search entire database for complete results, in Illinois 

Articles in Illinois 

A57889 - Chiropractic Services – Medical Policy Article [NGS]

[Analysis](#)  
[Comments](#)

### Notice Board

07/08/2022 C  
Site Updates

06/03/2022 How To Use The

Need more help? Visit [medicare.gov](https://www.medicare.gov)



# Chiropractic Services – Medical Policy Article (A57889)

**Contents**



- Contractor Information
- Article Information**
  - General Information
  - Article ID
  - Article Title
  - Article Type
  - Original Effective Date
  - Revision Effective Date
  - Revision Ending Date
  - Retirement Date
- Article Guidance
- Article Text
- Coding Information
- CPT/HCPCS

Local Coverage Article

## CHIROPRACTIC Services – Medical Policy Article

A57889

Expand All | Collapse All



### Article Information

#### General Information

Article ID	A57889
Article Title	CHIROPRACTIC Services – Medical Policy Article
Article Type	Article
Original Effective Date	01/01/2020
Revision Effective Date	N/A
Revision Ending Date	

#### AMA CPT / ADA CDT / AHA NUBC Copyright Statement

CPT codes, descriptions and other data only are copyright 2021 American Medical Association. All Rights Reserved. Applicable FARS/HHSARS apply.

Fee schedules, relative value units, conversion factors and/or related components are not assigned by the AMA, are not part of CPT, and the AMA is not recommending their use. The AMA does not directly or indirectly practice medicine or dispense medical services. The AMA assumes no liability for data contained or not contained herein.

Current Dental Terminology © 2021 American Dental Association. All rights reserved. Copyright © 2013 - 2022, the American Hospital Association, Chicago, Illinois. Reproduced by CMS with permission. No portion of the American Hospital Association (AHA) copyrighted materials contained within this publication may be copied without the express written consent of the AHA. AHA copyrighted materials including the UB-04 codes and descriptions may not be removed, copied, or utilized within any software, product, service, solution or derivative work without the written consent of the AHA. If an entity wishes to utilize any AHA materials, please contact the AHA at 



# Retired Chiropactic Services

rchive

MCD Archive

MCD Archive




RETIRED


Local Coverage Determination (LCD)

## CHIROPRACTIC Services

L33613

Expand All | Collapse All



 RETIRED


### LCD Information

Document Information

LCD ID

L33613


Original ICD-9 LCD ID

L27350 

LCD Title

CHIROPRACTIC Services

Source Proposed LCD

DL33613 Chiropactic Services 

**AMA CPT / ADA CDT / AHA NUBC Copyright Statement**


CPT codes, descriptions and other data only are copyright 2021 American Medical Association. All Rights Reserved. Applicable FARS/HHSARS apply.


Fee schedules, relative value units, conversion factors and/or related components are not assigned by the AMA, are not part of CPT, and the AMA is not recommending their use. The AMA does not directly or indirectly practice medicine or dispense medical services. The AMA assumes no liability for data contained or not contained herein.

Current Dental Terminology © 2021 American Dental Association. All rights reserved.

Copyright © 2013 - 2022, the American Hospital Association, Chicago, Illinois.

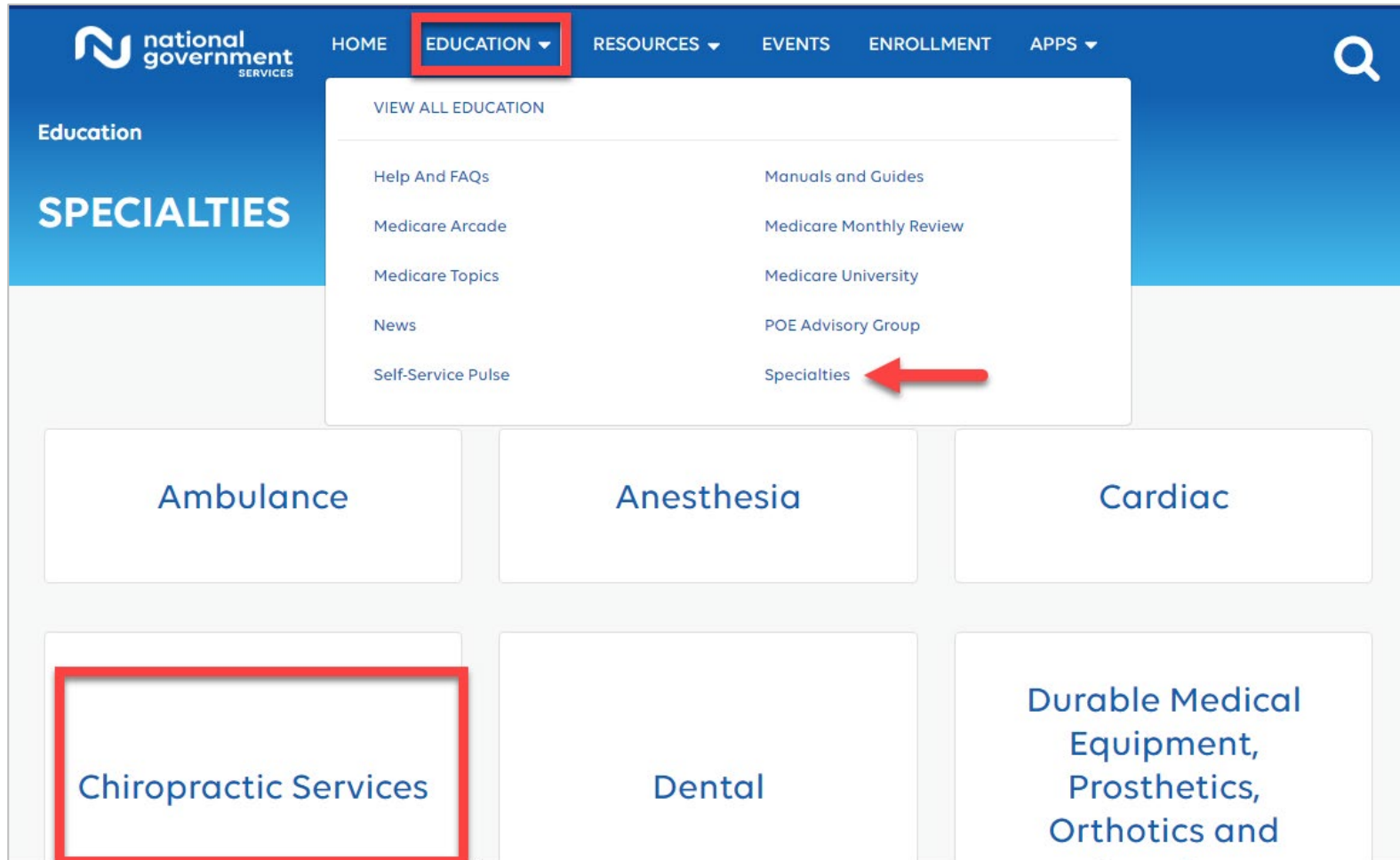
Reproduced by CMS with permission. No portion of the American Hospital Association

 national  
government  
SERVICES

 NGSMU

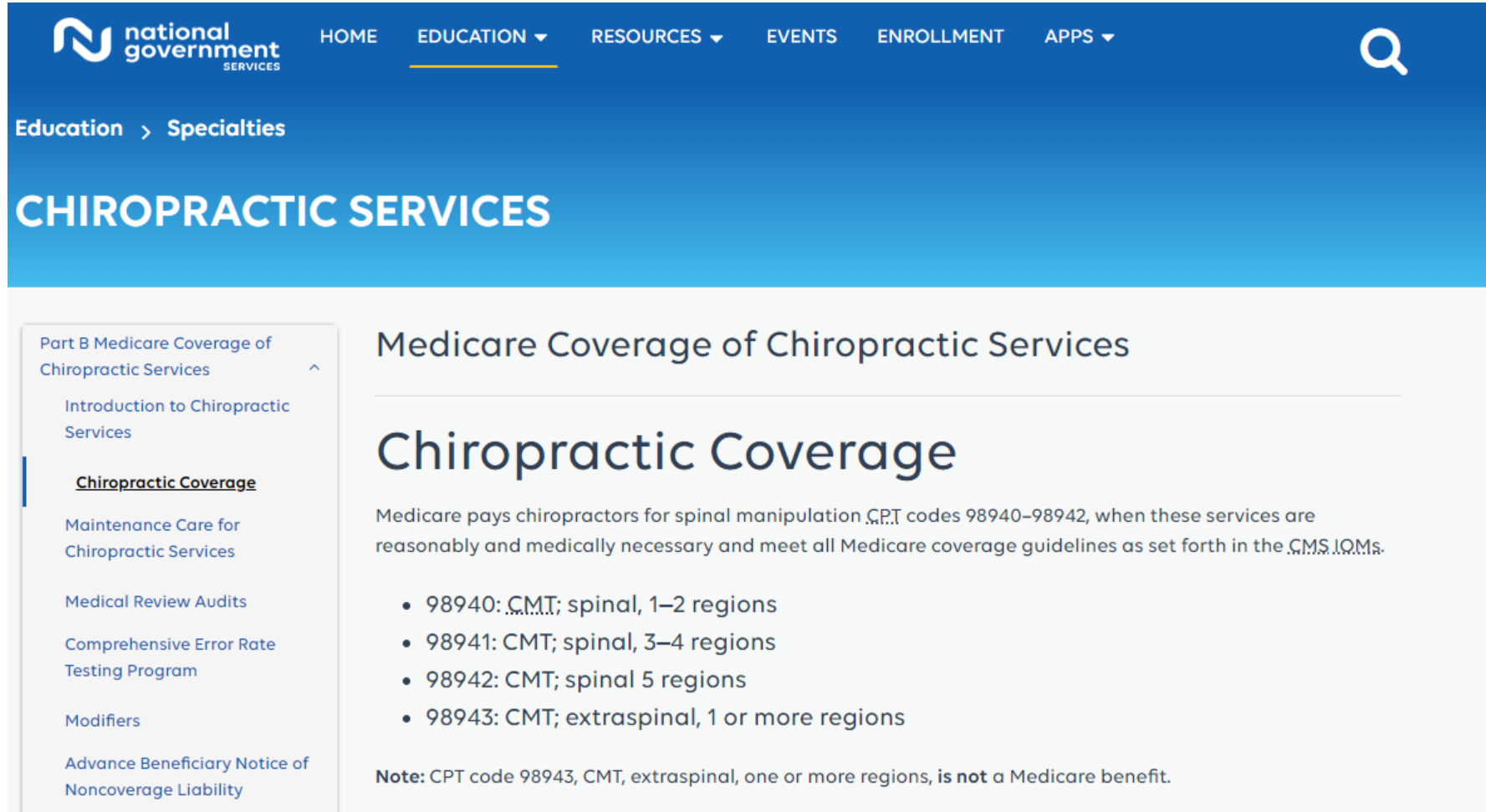
11

# Chiropractic Services





# Chiropractic Services



The screenshot shows the National Government Services website. The top navigation bar includes links for HOME, EDUCATION (which is underlined), RESOURCES, EVENTS, ENROLLMENT, and APPS. A search icon is located on the right. Below the navigation bar, the breadcrumb trail reads "Education > Specialties". The main heading is "CHIROPRACTIC SERVICES". On the left, a sidebar menu lists various topics, with "Chiropractic Coverage" highlighted. The main content area is titled "Medicare Coverage of Chiropractic Services" and "Chiropractic Coverage". It explains that Medicare covers chiropractic services for spinal manipulation (CPT codes 98940-98942) under certain conditions. A bulleted list specifies the coverage for different CPT codes and regions. A note at the bottom states that CPT code 98943 is not a Medicare benefit.

**national government SERVICES**

HOME EDUCATION RESOURCES EVENTS ENROLLMENT APPS

Education > Specialties

## CHIROPRACTIC SERVICES

Part B Medicare Coverage of Chiropractic Services

Introduction to Chiropractic Services

**Chiropractic Coverage**

Maintenance Care for Chiropractic Services

Medical Review Audits

Comprehensive Error Rate Testing Program

Modifiers

Advance Beneficiary Notice of Noncoverage Liability

### Medicare Coverage of Chiropractic Services

## Chiropractic Coverage

Medicare pays chiropractors for spinal manipulation, CPT codes 98940–98942, when these services are reasonably and medically necessary and meet all Medicare coverage guidelines as set forth in the CMS LOMs.

- 98940: CMT; spinal, 1–2 regions
- 98941: CMT; spinal, 3–4 regions
- 98942: CMT; spinal 5 regions
- 98943: CMT; extraspinal, 1 or more regions

**Note:** CPT code 98943, CMT, extraspinal, one or more regions, is **not** a Medicare benefit.

# CMS Internet-Only Manual

- [CMS IOM Publication 100-02, Medicare Benefit Policy Manual, Chapter 15, Section 240](#)
  - Guidelines given to us from CMS
  - LCD cannot contradict IOMs
  - NCD

# Internet-Only Manuals

The Internet-only Manuals (IOMs) are a replica of the Agency's official record copy. They are CMS' program issuances, day-to-day operating instructions, policies, and procedures that are based on statutes, regulations, guidelines, models, and directives. The CMS program components, providers, contractors, Medicare Advantage organizations and state survey agencies use the IOMs to administer CMS programs. They are also a good source of Medicare and Medicaid information for the general public.

Showing 1-10 of 25 entries

Show entries: 10 per page ▾


Filter On

Apply

<u>Publication #</u> ▾	<u>Title</u> ▾
<a href="#">100</a>	Introduction
<a href="#">100-01</a>	Medicare General Information, Eligibility and Entitlement Manual
<a href="#">100-02</a>	Medicare Benefit Policy Manual

# MLN Matters® Articles

- CRs put into simple language
  - [MLN Matters® Articles – CMS website](#)



**MLN Matters®**  
Official Information Health Care Professionals Can Trust

MLN Matters® Number: SE1603	Related Change Request (CR) #: N/A
Related CR Release Date: N/A	Effective Date: N/A
Related CR Transmittal #: N/A	Implementation Date: N/A

**Educational Resources to Assist Chiropractors with Medicare Billing**

**Provider Types Affected**

---

This Special Edition (SE) MLN Matters® article is intended for Chiropractors submitting claims to Medicare Administrative Contractors (MACs) for chiropractic services provided



# Medical Necessity

# Medicare Coverage

- Medical Necessity

- Title XVIII of the Social Security Act, Section 1862 (a)(1)(A). This section allows coverage and payment for only those services considered medically reasonable and necessary for the diagnosis or treatment of illness or injury or to improve the functioning of a malformed body member.

# Medical Necessity

- Medical necessity
  - Assures services to Medicare patients are reasonable and necessary for diagnosis or treatment of illness or injury
- Remittance remark code
  - CO-50 Medical Necessity Denial

# Medical Necessity Denials

- Some services are only covered in some instances
- Example: chiropractic manipulation
  - Only covered for a diagnosis listed in LCD
  - Any other diagnosis will be denied as not medically necessary



# Medicare Coverage

## ■ Medical Necessity

- Patient must have a significant health problem in the form of a neuromusculoskeletal condition necessitating treatment
- The manipulative services rendered must have a direct therapeutic relationship to patient's condition and provide reasonable expectation of recovery or improvement of function
- The patient must have a subluxation of the spine as demonstrated by Xray/physical exam

# Active Versus Maintenance Treatment

# Active/Corrective Treatment

- Goal driven
- Treatment plan
- Individualized
- Usually short term
- Measurable progress towards goals

# Active Treatment

- Reasonable expectation of improvement
- Not always recovery
- Not always complete return to prior level of function



# Acute Subluxation

- A patient's condition is considered acute when the patient is being treated for a new injury, identified by X-ray or physical exam as specified above
- The result of chiropractic manipulation is expected to be an improvement in, or arrest of progression, of the patient's condition

# Chronic Subluxation

- A patient's condition is considered chronic when it is not expected to improve/resolve with further treatment, but where the continued therapy can be expected to result in some functional improvement
- Once the clinical status has remained stable for a given condition, further manipulative treatment is considered maintenance therapy and is not covered

# Acute Exacerbation

- Temporary but marked deterioration of patient's condition that is causing significant interference with activities of daily living due to an acute flare-up of the previously treated condition
- Patient's clinical record must specify the date of occurrence, nature of the onset, or other pertinent factors that would support the medical necessity of treatment
- As with an acute injury, treatment should result in improvement or arrest of the deterioration within a reasonable period of time

# Maintenance

- Preventive
- Promote health
- Prolong or enhance the quality of life
- Maintain/prevent deterioration
- Supportive
- Noncorrective
- No reasonable expectation of further clinical improvement

# Maintenance

- May be beneficial
- May be necessary treatment
- Not covered by Medicare



# Contraindications

- Dynamic thrust is therapeutic force/maneuver delivered by the physician during manipulation in the anatomic region of involvement
- Contraindication adds significant risk of injury to the patient from dynamic thrust, but does not rule out the use of dynamic thrust
- The doctor must discuss this risk with the patient and record this in the chart
  - See LCD for contraindication listing

# Documentation Guidelines

# Medical Necessity Documentation

- Patient's medical record must contain documentation that fully supports medical necessity for services
- Documentation includes, but is not limited to, relevant medical history, physical examination and results of pertinent diagnostic tests or procedures

# Medical Necessity Documentation- Plan of Care

- Chiropractic care is focused on treatment goals outlined in the plan of care and should be individualized for each patient and include the following
  - Recommended level of care (duration/frequency of visits)
  - Specific treatment goals (with documentation of progress or lack thereof within the clinical records)
  - Objective measures to evaluate treatment effectiveness (with qualitative and/or quantitative measures)

# Medical Necessity Documentation

- Use of objective measures at beginning of treatment, during and/or after treatment is recommended to quantify progress and support justifications for continued treatment
- Treatment effectiveness must be assessed at appropriate intervals during subsequent visits (objective measurable goals)

# Medical Necessity Documentation

- For patients who have not achieved the goals documented in the plan of care, the practitioner should conclude the episode of chiropractic care in the last visit by documenting the clinical factors that contributed to the inability to meet the stated goals in the treatment plan



# Documentation of Subluxation

- The precise level of subluxation must be specified by the chiropractor to substantiate a claim for manipulation of the spine
- The level of spinal subluxation must bear a direct causal relationship to patient's symptoms, and symptoms must be directly related to level of subluxation that has been diagnosed

# Documentation of Subluxation

- X-ray

- 12 months before/three months after
- CT/MRI

- Physical exam

- Pain/tenderness
- Asymmetry/misalignment
- ROM abnormality
- Tissue, tone, texture and temperature changes

- ✓ Must have two of the four mentioned above, one of these must be asymmetry or ROM abnormality

# Medical Necessity Documentation- Prolonged Treatment

- The need for an extensive, prolonged course of treatment must be clearly documented in the medical record
- Treatment should result in improvement or arrest of deterioration of subluxation within a reasonable and generally predictable period of time

# Documentation of History

- Patient's history should include the following
  - Symptoms causing patient to seek treatment
  - Family history, if relevant
  - Past health history (general health, prior illness, injuries, or hospitalizations; medications; surgical history)
  - Mechanism of trauma
  - Quality and character of symptoms/problem
  - Onset, duration, intensity, frequency, location and radiation of symptoms
  - Aggravating or relieving factors, and
  - Prior interventions, treatments, medications, secondary complaints

# Documentation of Initial Visit

- All components of history
- Description of present illness
- Evaluation
- Diagnosis
- Treatment plan
- Date of initial treatment
- Signature

# Documentation of Subsequent Visits

- History (review chief complaint, changes)
- Physical exam (progress, presence/absence of subluxation)
- Documentation of treatment (given on day of treatment)
- Progress or lack of related to goals/plan of care
- D/C when no further progress (or give an ABN)

# Medicare Coverage

- Break down of key points
  - Significant health problem in the form of a neuro-musculoskeletal condition
  - Services have a direct therapeutic effect
  - Reasonable expectation of recovery or improvement of function
  - Subluxation



# Covered Services

- CPT/HCPCS codes
  - Chiropractic manipulative treatment
    - ✓ 98940 CMT; spinal, one to two regions
    - ✓ 98941 CMT; spinal, three to four regions
    - ✓ 98942 CMT; spinal, five regions
- Regions: cervical region (atlanto-occipital joint), thoracic region (costovertebral/ costotransverse joints), lumbar region, pelvic region (sacro-iliac joint) and sacral region

# Diagnosis Codes

ICD-10 Codes	Description
M99.01	Segmental/somatic dysfunction cervical region
M99.02	Segmental/somatic dysfunction thoracic region
M99.03	Segmental/somatic dysfunction lumbar region
M99.04	Segmental/somatic dysfunction sacral region
M99.05	Segmental/somatic dysfunction pelvic region

# Medicare Coverage

- Coverage is specifically limited to treatment by means of manual manipulation i.e., by use of hands
- Manual devices may be used but no additional payment is available for use of the device

# Utilization Guidelines

- A chiropractic manipulation service for a beneficiary can only be reimbursed once per day
- The frequency and duration of chiropractic treatment must be medically necessary and based on the individual patient's condition and response to treatment
- Medical necessity determines visits/no set number of visits

# Noncovered Services

- The following services are considered noncovered services when ordered, performed, or interpreted by a chiropractor
  - Labs
  - Physical therapy (CPT 97140)
  - X-rays
  - Massage
    - ✓ Use the GY modifier when billing these services

# Coding Guidelines 1

# Coding Guidelines

- One diagnosis required on all claims
  - Precise level of the subluxation (region of spine) must be listed as the primary diagnosis
  - Resulting disorders (condition) are to be listed as secondary diagnosis in medical record
- Date of initial treatment/exacerbation of existing condition
  - Must be entered in Item 14 of the CMS-1500 claim form or the electronic equivalent



# Coding Guidelines

- If using an X-ray as documentation of the subluxation
  - The date of the X-ray (or existing MRI or CT scan) must be entered in Item 19 of the CMS-1500 claim form or the electronic equivalent
- Modifier AT (acute treatment) used for medically necessary manipulation

# Administrative Simplification Compliance Act

# ASCA Requirements for Paper Claim Submissions

- All Medicare claims are required to be submitted electronically, with limited exceptions
- Requirements
  - You must meet one of the ASCA exception criteria
    - ✓ Small practice – fewer than ten full-time employees (Part B)
    - ✓ No method for submitting claims electronically
    - ✓ Unusual circumstances
  - Complete the ASCA Waiver Request Form
  - Provide supporting documentation
  - [ASCA Requirements for Paper Claim Submissions](#)

# Significant Facts for Successful Chiropractic Billing

# Medical Record Documentation Requirements for Initial and Subsequent Visits (SE1601)

- Majority of denials due to insufficient documentation or other documentation errors
  - Indication of “pain” is insufficient
- Two ways the level of subluxation may be specified in the patient’s record
  - May refer either to the condition of the spinal joint involved or
  - Direction of position assumed by the particular bone named
- MLN Matters® [SE1601 Revised: Medical Record Documentation Requirements for Initial and Subsequent Visits](#)

# Use of the AT Modifier for Chiropractic Billing (SE1602)

- Active treatment (AT) modifier
  - Not used if maintenance therapy is being performed
- Acute and chronic subluxation may be covered as long as there is active treatment which is well documented and improvement is expected
- MLN Matters® [SE1602 Revised: Use of the AT modifier for Chiropractic Billing](#)

# Educational Resources to Assist Chiropractors with Medicare Billing (SE1603)

- Article provides the correct resources providers should be accessing to properly bill Medicare
  - Enrollment Information
  - Coverage, Documentation, and Billing
- MLN Matters® [SE1603 Revised: Educational Resources to Assist Chiropractors with Medicare Billing](#)

# Billing Medicare for Therapy Services

- Noncovered “always therapy” services must be submitted according to the therapy guidelines along with one of the therapy modifiers
  - GN - Service delivered under an outpatient speech-language pathology plan of care
  - GO - Service delivered under an outpatient occupational therapy plan of care
  - GP - Service delivered under an outpatient physical therapy plan of care
- Claims submitted without an appropriate modifier will be returned to provider
- Claims will be appropriately denied as noncovered only with a valid modifier
- [Annual Therapy Update](#)
- [Chiropractors Billing Medicare for Therapy Services](#)



# Timely Claims Filing Requirement

- Claims not submitted timely are provider-liable
  - Beneficiary cannot be charged
- For claims submitted with spanned dates of service, the line item “From” date will be used to determine the date of service and filing timeliness
- If a line item “From” date is not timely, but the “To” date is timely, the line item will be split and deny the untimely services

# Submitting Duplicate Claims

- May delay payment
  - Resubmitting your claim prior to receiving a determination is considered an inappropriate billing practice
  - Increases administrative costs to the Medicare Program and the provider
- Could cause you to be identified as an abusive biller; or may result in an investigation for fraud if a pattern of duplicate billing is identified

# Unprocessable

- Information is
  - Invalid
  - Missing
  - Insufficient
  - Incomplete
- Claims will be rejected
- Must submit a new claim
- No appeal rights granted

# Unprocessable

- Methods for rejection
  - Remittance advice shows an MA130
  - Additional remark codes used to identify the error
- Paper claims are screened
  - Form letter sent back indicating the error
- Electronic claims
  - Fail initial edits

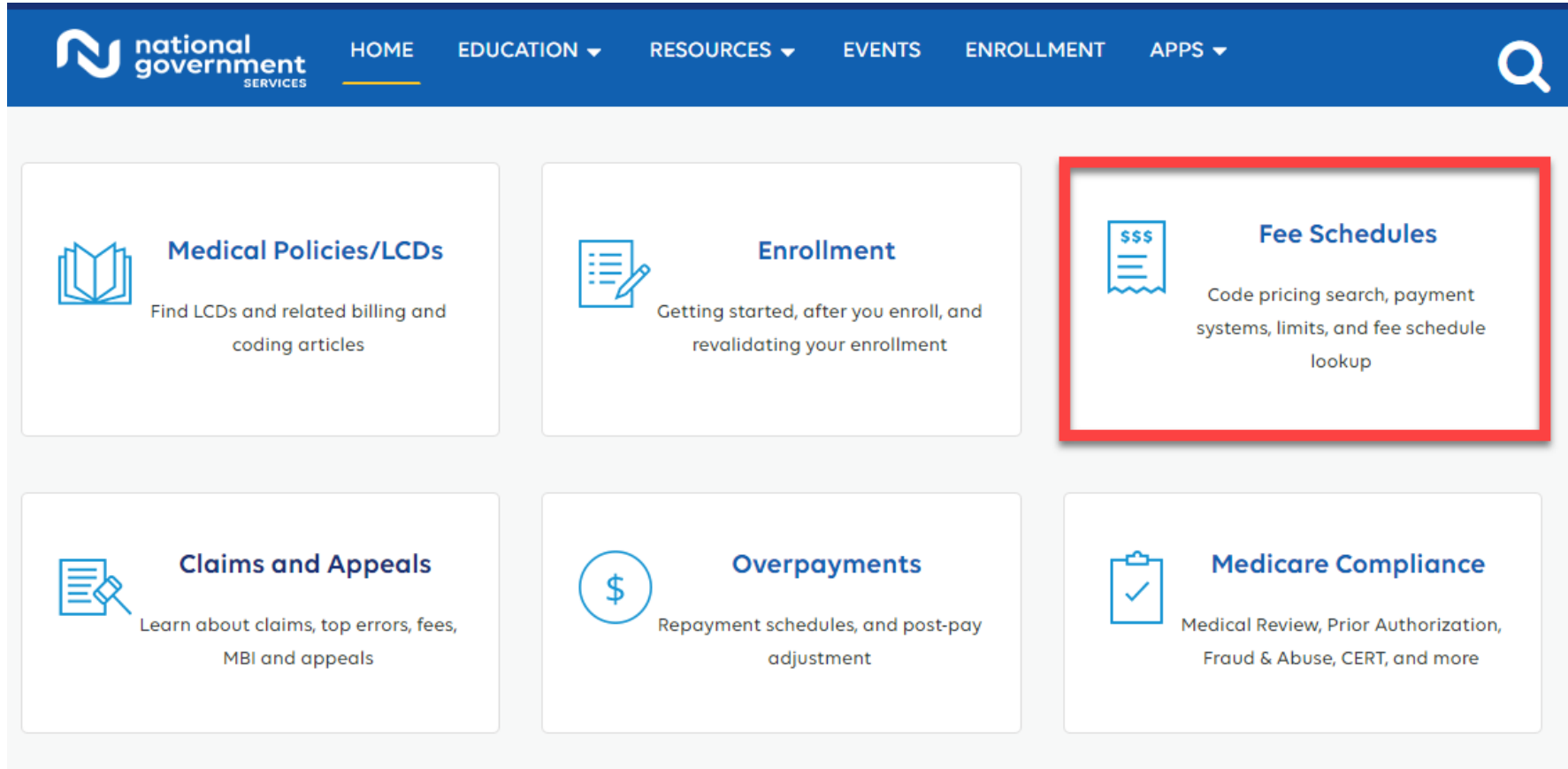
# JK Contact Information

- **IVR:** 877-869-6504
- **Provider Contact Center:** 866-837-0241
- **EDI Helpdesk:** 888-379-9132
- **Provider Enrollment:** 888-379-3807
- **Correspondence**
  - National Government Services, Inc.  
P.O. Box 6189  
Indianapolis, IN 46206-6189

# J6 Contact Information

- **IVR:** 877-908-9499
- **Provider Contact Center:** 866-234-7340
- **EDI Helpdesk:** 888-379-9132
- **Provider Enrollment:** 877-908-8476
- **Correspondence**
  - National Government Services, Inc.  
Attn: Written Inquiries  
P.O. Box 6475  
Indianapolis, IN 46206-6475

# Fee Schedules



# Fee Schedule Lookup Page

## Fee Schedule Lookup

To initiate a search, select a fee schedule type from the drop-down menu, complete all required fields, then select **Search**.

Select a Fee Schedule: \*

Medicare Physician Fee Schedule Pricing

Result Type: \*

☐ Full Fee Schedule

☒ Specific To Fee Code

Date of Service: \*

02/28/2023

Procedure Code: \*

98941

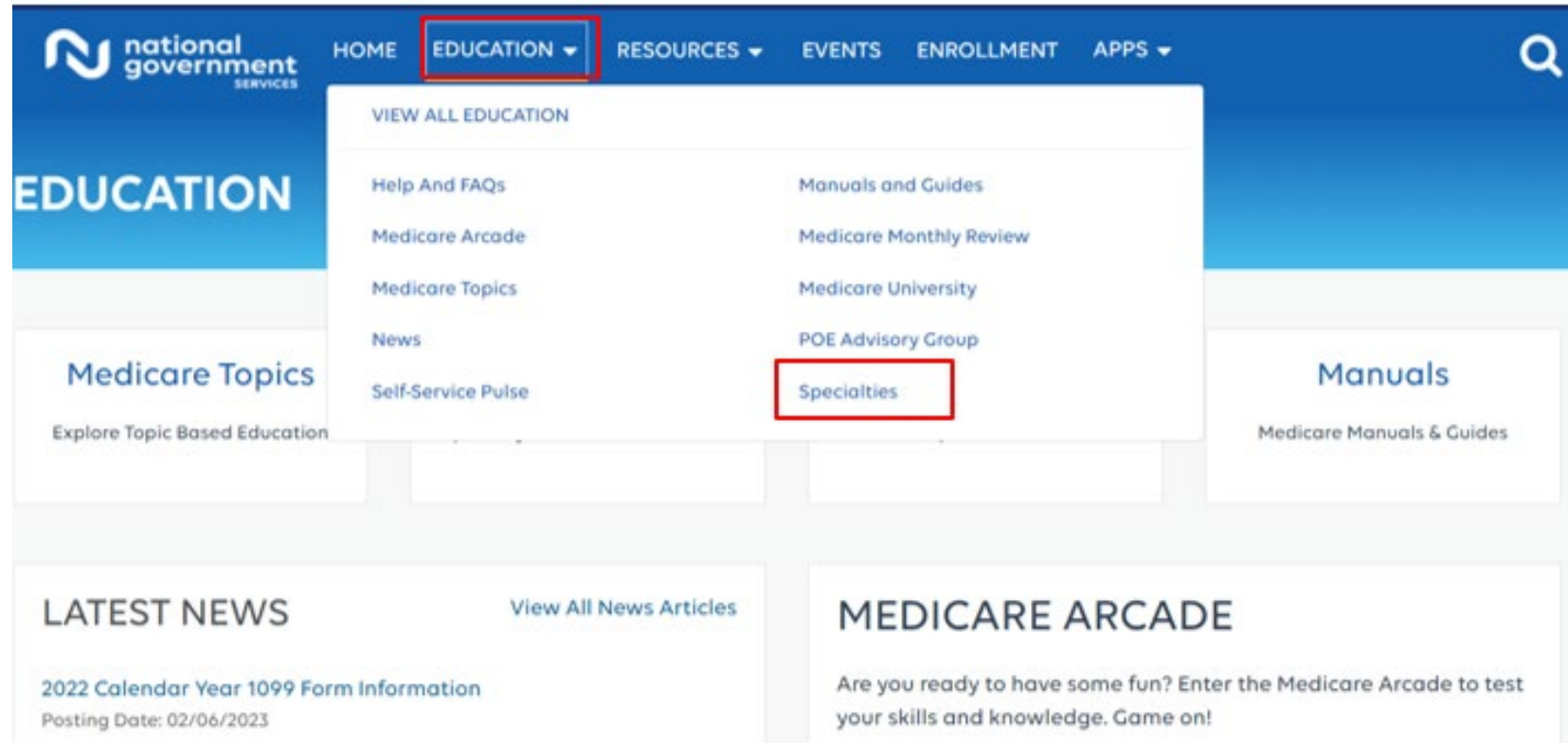
Region: \*

Connecticut

Search



# Education Resources



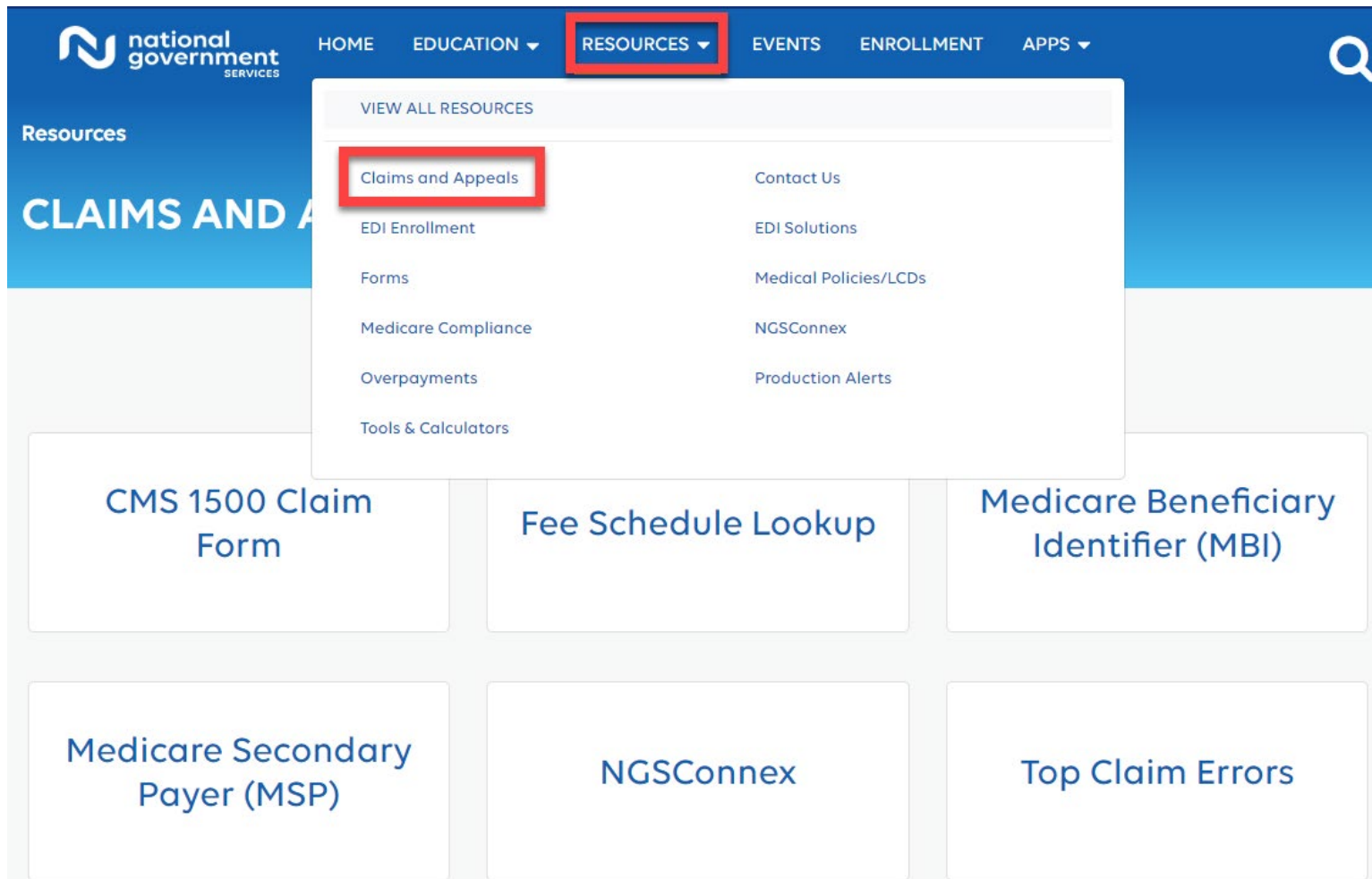
# Specialties

**SPECIALTIES**

Select a Specialty to Learn More!

Ambulance	Anesthesia	Cardiac
Chiropractic Services	Dental	Durable Medical Equipment, Prosthetics, Orthotics and Supplies

# Claims and Appeals



# About Appeals

**national government SERVICES** HOME EDUCATION ▼ RESOURCES ▼ EVENTS ENROLLMENT APPS ▼

Resources > Claims and Appeals

## ABOUT APPEALS

About Appeals

Reopening versus Redetermination

Who May File an Appeal?

**Levels of Appeals and Time Limits for Filing**

MSP Overpayments

Initiate Part B Reopenings or Non-MSP Overpayment Adjustments in NGSConnex

What Documents are Needed

Submit an Appeal Electronically with NGSConnex

Submit an Appeal Electronically via esMD

Get Help Submitting a Appeal Hard Copy

### Levels of Appeals and Time Limits for Filing

#### Five Levels of Appeals: Overview

#### Level One – Redetermination

- Time Limit for Filing a Redetermination - 120 days from date of receipt of the initial determination notice
- Amount in Controversy - No minimum (none)

#### Level Two - Reconsideration (QIC)

- Time Limit for Filing a Reconsideration - 180 days from date of receipt of the redetermination decision
- Amount in Controversy - No minimum (none)

#### Level Three - Administrative Law

#### Helpful Resources

[Log Into NGSConnex](#)



[Appeals Timeline Calculator](#)

[YouTube Video: Holistic Approach to Avoiding Administrative Burden](#)

Form(s) you'll need:

[Appeal Forms](#)

# Reopening versus Redetermination

[HOME](#) [EDUCATION](#) [RESOURCES](#) [EVENTS](#) [ENROLLMENT](#) [APPS](#) 

Resources > Claims and Appeals

ABOUT APPEALS

[About Appeals](#)  
**Reopening versus Redetermination**  
[Who May File an Appeal?](#)  
[Levels of Appeals and Time Limits for Filing](#)  
[MSP Overpayments](#)  
[Initiate Part B Reopenings or Non-MSP Overpayment Adjustments in NGSConnex](#)  
[What Documents are Needed](#)  
[Submit an Appeal Electronically with NGSConnex](#)  
[Submit an Appeal Electronically via esMD](#)  
[Get Help Submitting a Appeal Hard Copy](#)

## Reopening versus Redetermination

Understanding your next steps are very important for quick reimbursement and providers are required to know the difference between a reopening or a redetermination.

- **A reopening** is a reprocessing of a claim to fix minor mistakes.
- **A redetermination** is an examination of a claim that includes analysis of documentation.

Providers are encouraged to register for [NGSConnex](#). Providers who are registered to use NGSConnex, should use this option to submit reopening requests electronically.

This guide distinguishes the differences between a reopening and redetermination. Please review and share this information with anyone in your organization who can benefit from this guide.

Reopening (Clerical Error)	Redetermination (Appeal – First level)
To correct a claim(s) determination resulting from	For partially paid or denied claim(s) resulting from more

### Helpful Resources

[Log Into NGSConnex](#)  
[Appeals Timeline Calculator](#)  
[YouTube Video: Holistic Approach to Avoiding Administrative Burden](#)  
**Form(s) you'll need:**  
[Appeal Forms](#)

# Contacting the Telephone Reopening Unit

- Part B TRU Line
  - J6: 877-867-3418
  - JK: 888-812-8905
    - ✓ Each state will have a different option
- When calling TRU, provide the following information
  - Beneficiary's name
  - Medicare Health Insurance Claim Number/MBI
  - Your full name (first and last name)
  - Your phone number
  - Provider's name (Name listed on the Medicare Remittance Advice)
  - PTAN
  - Date(s) of service in question
  - Item or service in question
  - Reason for request

# TRU

- TRU reopenings may be done for
  - Adding/changing ordering/referring/supervising physician
  - Add/change rendering provider
  - Assignment of claims (contractor errors only)
  - CLIA certification denials
  - Duplicate denials
  - Fee schedule allowance update (contractor error only)
  - MBI corrections (contractor error only)
  - Medicare Advantage plan denials (clinical trial or hospice only)
  - MSP (Medicare now primary)
  - Modifier GV and GW
  - Patient paid amount (contractor error only)
  - POS Changes
- These items cannot be initiated in NGSConnex

# Additional Development Request (ADR)

- Claims selected for review
  - An ADR letter will be generated
    - ✓ Mailed to the “Pay To” or “Practice Location” address
  - Forward to the appropriate person in your organization as soon as possible
  - Submit the requested medical documentation
  - Respond in a timely manner
    - ✓ Recommended response within 35–40 days
    - ✓ [Additional Development/Documentation Request Timeline Calculator.](#)
    - ✓ [Ways to Respond to ADRs](#)



# Record Requests Documentation Tips

## ■ Documentation

- Legible
- Copy both sides
- Signatures
- Do not bind records together
- Do not highlight records
- Do not tab records
- Make sure the ADR request matches the records sent

# Medical Documentation Signature Requirements

- Requires that services provided/ordered/certified by authenticated by the persons responsible for the care of the beneficiary
- Handwritten or electronic signatures accepted
  - Stamped signatures are not acceptable
  - Credentials and the date of signing should be included
  - Signature must be legible
    - ✓ Consideration for illegible signatures will be given to a signature log or attestation statement
  - Claims not meeting the signature requirements will be denied
  - MLN® Fact Sheet [Complying With Medicare Signature Requirements ICN 905364](#)



NGSConnex

# What is NGSConnex

New NGSConnex Coming  
February 2022

**What is NGSConnex?**

Why Use NGSConnex?

Email Verification Requirement

How to Register

NGSConnex News

What to Expect After Registering

How to Use Multi-Factor  
Authentication

NGSConnex Videos

Forgot User ID or Password

Account Suspension

Annual Security  
Training/Certifying Access

## What is NGSConnex?

NGSConnex is a free, secure, web-based application developed by National Government Services just for you! NGSConnex provides access to a wide array of self-service functions that save you time and money, such as:

- Obtain beneficiary eligibility information
- Query for your claims status
- Initiate and check the status of redetermination and reopening requests
- View your provider demographic information
- Query for your financial data
- Submit documents for an Additional Documentation Request
- Submit claims
- And More!

# Hours of Availability

- NGSConnex is available 24/7
- Information obtained from the local system is only available
  - Monday–Friday: 7:00 a.m.–6:00 p.m. ET
  - Saturday: 7:00 a.m.–3:00 p.m. ET
- Not available during system upgrades or maintenance

# Coverage and Billing Resources

- [CMS IOM Publication 100-02, Medicare Benefit Policy Manual, Chapter 15](#)
  - Section 30.5, “Chiropractor’s Services”
  - Section 240, “Chiropractic Services-General”
  - Section 240.1.1, “Manual Manipulation”
  - Section 240.1.2, “Subluxation May Be Demonstrated by X-ray or Physician’s Exam”
  - Section 240.1.3, “Necessity for Treatment”
  - Section 240.1.4, “Location of Subluxation”
  - Section 240.1.5, “Treatment Parameters”

# Additional Resources

- MLN® Educational Tool [Medicare Documentation Job Aid For Doctors Of Chiropractic](#)
- [Medicare Needs Better Controls to Prevent Fraud, Waste, and Abuse Related to Chiropractic Services](#)

# Questions?

Thank you! A follow-up email will be sent to attendees with the Medicare University Course Code.





medicare **mobile**

Text NEWS to 37702; Text GAMES to 37702



youtube.com/ngsmedicare