

# USER MANUAL

# WELCOME

## Thank you for becoming a member!

Welcome to Revenue Cycle Advisor. You've just subscribed to an invaluable, all-inclusive, regulatory and reimbursement news and education resource.

This comprehensive website combines HCPPro's revenue cycle regulatory, compliance, case management, HIM, and reimbursement resources, giving you a single trustworthy tool to help you navigate the ever-changing healthcare landscape.

This user guide is designed to help you get the most out of your membership. It's a quick reference tool that will help you steer the Revenue Cycle Advisor site to find just what you're looking for when you need it the most.

## Let's get started!

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## Getting Started

Simply go to [revenuecycleadvisor.com](https://revenuecycleadvisor.com) and select **Sign In** to access Revenue Cycle Advisor. Then, enter your Username and Password, and select the Log in button to gain access.

These quick links take you to the HCPro store, the *Revenue Cycle Advisor Alert* eNewsletter Signup page, HCPro's online Career Center, and the *Revenue Cycle Advisor* Contact Us page.



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Search Site

News & Analysis Resources Encyclopedia Network & Events Membership

Free Resources

Subscribe

Sign In

This is your top navigation bar – use this to navigate throughout the site.

## Your Account

Once you've signed into Revenue Cycle Advisor, you'll want to access your **Account** page to verify your subscription level, expiration date, global username, and email address. Upload your photo and complete your Global Profile so your colleagues will know who you are.

This leads to your Account page.



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Webinars

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Account



### Membership

#### Site Details

Subscription Level

Platinum, Basic, I

Expiration

2099-12-31

#### Global Username

Username

Current E-mail

A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.

[Change your password](#)

#### Your Global Profile



Picture

Your Member ID

Please provide this ID when calling customer service

First Name

Last Name

Title

Company

This is your **My Content** page. All your “favorited” ★ content will be stored here for quick & easy access.

## Revenue Cycle Advisor Alert

Don't forget to sign up for **Revenue Cycle Advisor Alert eNewsletter**. This weekly publication highlights regulatory changes and provides expert billing and coding advice.

**Revenue Cycle Advisor Alert**

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News & Analysis | Resources | Encyclopedia | Network & Events | Membership | [My Content](#) | [Subscribe](#) | [Account](#)

### Subscribe to Revenue Cycle Advisor Alert

Which of the following best describes your organization?

Which of the following best describes your position level?

Which of the following best describes your position function?

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Don't forget to add:  
**revenue-cycle-daily-advisor@e.news.**  
**hcpro.com** to your safe sender list!

**hcpro**  
**Revenue Cycle Advisor Alert**

Latest subscriber newsletter stories

**This month's coding Q&A**  
 Source: Briefings on APCs  
 Our coding experts answer questions about CPT coding for subchondroplasty procedures, reporting EM visits with wound care services, and more.

**Complex case: Navigating care for a member of a street gang**  
 Source: Case Management Monthly  
 Rusty is a member of a street gang in his city. He joined the gang five years ago when he was 17, and still believes it was the right decision. Now at age 22, the members are like his family.

**HIPAA Q&A: Patient charts outside exam**

**Medicare Live Virtual**  
 Our best-in-class, instructor-led Medicare Boot Camps are now available virtually!  
[Learn More](#) **hcpro** boot camps

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## The Dashboard

Revenue Cycle Advisor's website dashboard presents our most recent **Featured Article** and the latest **News & Analysis**. Side bars provide quick links to all of Revenue Cycle Advisor's **Publications**, the **Medicare Billing Encyclopedia**, and a searchable **Resources** database.

Use the top navigation bar to access:

- News & Analysis
- Resources
- Encyclopedia\*
- Network & Event Information
- Membership Resources

\*Platinum Membership Access Only

The screenshot shows the Revenue Cycle Advisor website dashboard. The top navigation bar includes links for News & Analysis, Resources, Encyclopedia, Network & Events, and Membership. A callout points to this bar. The main content area features a 'Featured Article' section with a callout, a 'Resources' section with a search bar and callout, and a 'News & Analysis' section with a callout. The right sidebar contains a 'Publications' list with a callout and an 'Encyclopedia' section with a callout. The 'Publications' list includes: Briefings on HIPAA, Case Management Monthly, HIM Briefings, Medicare Insider, Briefings on APCs, Strategies for Healthcare Compliance, and Medicare Web. The 'Encyclopedia' section states: 'The encyclopedia is a comprehensive, user-friendly reference. To use the encyclopedia, click on the alphabetic listing below: ABCDEFGHIJKLMNOPQRSTUVWXYZ'.

## News & Analysis

The **News & Analysis** tab features links to full articles and Q&As created by our Medicare regulatory industry experts. Simply select the article you would like to access. If you'd like to save it for future reference, select the star symbol to bookmark it. You can easily retrieve your article again from the **My Content** tab located on your dashboard.

The right side of the page features quick links to our **Publications** including:

- Briefings on HIPAA\*
- Case Management Monthly
- HIM Briefings\*
- Medicare Insider
- Briefings on APCs
- Strategies for Healthcare Compliance (*archived versions only*)
- Medicare Web

\*Platinum Membership Access Only

**News & Analysis**

**Categories**

- All
- Ask the Expert
- Auditing and monitoring
- Billing and reimbursement
- Case Management
- Coding
- Compliance
- Critical access hospitals
- Denials and appeals
- Documentation improvement
- HIM/HIPAA
- HIPAA
- IPPS
- Medicare news
- Notes from the instructor
- OPPS
- Patient status
- Recovery auditors

**Are all ransomware attacks breaches?**  
September 14, 2020 | Briefings on HIPAA

In the world of security, there is one question that never seems to go away: Are ransomware attacks automatically considered to be breaches?

**Q&A: Reporting MS-DRG charges**  
September 14, 2020 | Medicare Web

Q: Per the 2021 Inpatient Prospective Payment System (IPPS) final rule, what MS-DRG charge information will be required to include on our cost report?

**Q&A: Using modifier -59 to bypass a procedure-to-procedure edit**  
September 11, 2020 | Medicare Web

Q: Can modifier -59 (distinct procedural service) be used to bypass the NCCI edit that bundles CPT codes 11055 for lesion removal and 11721 for nail debridement?

**2021 OPPS proposed rule floats eliminating inpatient-only list**  
September 11, 2020 | Case Management Monthly

Is the inpatient-only list soon to be a thing of the past? It's possible. In the 2021 OPPS proposed rule, released August 3, CMS suggested that there is no longer a need for the inpatient-only list. Instead, CMS recommended deferring to the physician's clinical judgment.

**Q&A: Protocol for PHI disposal**  
September 10, 2020 | Medicare Web

Q: Many organizations have outsourced their PHI disposal for years. With coronavirus limiting the number of people coming in and out of medical facilities, what are your suggestions for organizations that now have to take care of PHI disposal themselves? What are the most important things to remember when handling this process?

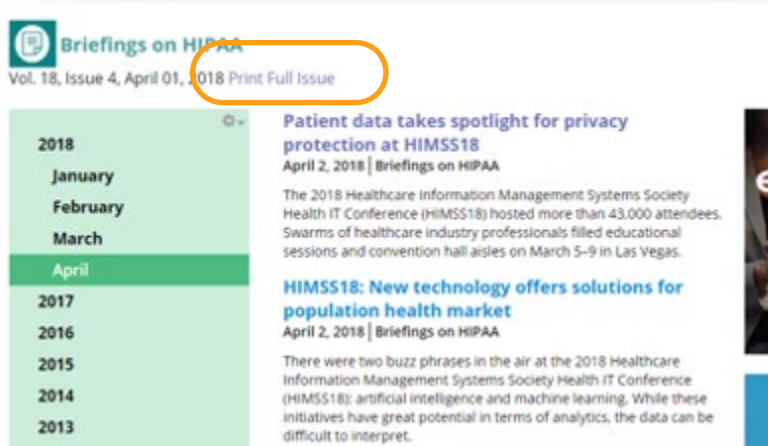
**Publications**

- Briefings on HIPAA
- Case Management Monthly
- HIM Briefings
- Medicare Insider
- Briefings on APCs
- Strategies for Healthcare Compliance
- Medicare Web

## Newsletter Publications

Newsletters and archived newsletters are accessible from the homepage and the News & Analysis page.

Newsletter articles are added weekly. At the end of each month, the full newsletter PDF file is available to be viewed in its entirety and it's downloadable for your convenience.

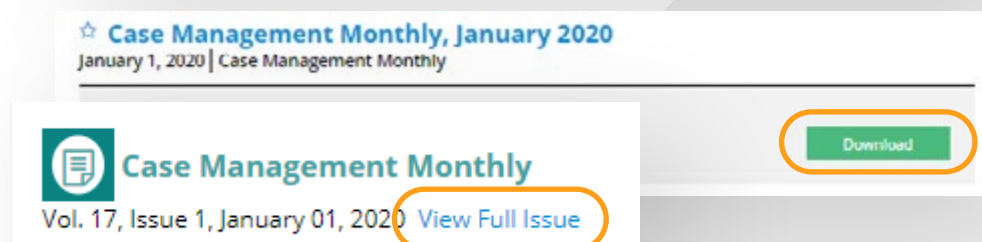


When viewing the issue, click the “Print Full Issue” link at the top of that month’s issue and a new window will open with your Full Issue PDF.

When viewing the article, click the printer icon and you will be directed to a PDF version to print or save.



You can click the “View Full Issue” link that will take you to a window to download the published newsletter.





## Resources

Our Resources center is available to all members. Here you can easily search for and download books, tools & forms, webinars, and white papers!

Resources can be filtered by content type or by category so that you can quickly find the resources that you need.

**Revenue Cycle Advisor**

Search Site

News & Analysis | **Resources** | Encyclopedia | Network & Events | Membership | My Content | Subscribe | Account

**Resources**

**Categories**

All

- Auditing and monitoring
- Billing and reimbursement
- Case management
- Clinical documentation
- Coding
- Compliance
- Denials and appeals
- HIM/HIPAA
- Medical necessity
- Patient status
- Recovery auditors
- Utilization review

Title	Type	Category
Sample coding apprentice education schedule	Tools & Forms	Coding
Revenue Cycle Advisor Quarterly Watchdog Call - July 2020	Webinars	Billing and reimbursement, Coding, Compliance, HIM/HIPAA, Recovery auditors, Utilization review
Checklist for fair market value analysis	Tools & Forms	Compliance
CMS Special Open Door Forum: Prior Authorization Process and Requirements for Certain Outpatient Hospital Department Services	Webinars	
Sample quarterly compliance risk report	Tools & Forms	Compliance
Revenue Cycle Advisor Quarterly Watchdog Call - April 2020	Webinars	Billing and reimbursement, Coding, Compliance, HIM/HIPAA, Utilization review
Sample occurrence report form	Tools & Forms	Coding
Sample overpayment refund cover letter	Tools & Forms	Billing and reimbursement, HIM/HIPAA
Examples of MUE for 94640 with ED visit	Tools & Forms	Billing and reimbursement, Coding, HIM/HIPAA
Sample telecommuting agreement	Tools & Forms	Coding, HIM/HIPAA
2020 IPPS New Technology Table		

**TruBridge**  
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**acdis**  
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**Resources**

Content type: Any | Date created: Any | Sort by: Relevance | Order: Desc | Apply

**COVID-19 case or not?**  
July 29, 2020  
with the novel coronavirus (COVID-19), she becomes extremely nervous ... state reopened, its number of COVID-19 cases has continued to increase ... increases her risk of contracting COVID-19. As she drives to the ED ...

**OIG plans to audit COVID-19 discharges**  
September 2, 2020  
for the novel coronavirus (COVID-19) discharges, according to ... OIG plans to audit COVID-19 discharges ...

**Q&A: Querying for COVID-19 test results**  
June 18, 2020  
positive novel coronavirus (COVID-19) lab result, do we need to ... discharge summary to state "COVID-19 positive" ... Q&A: Querying for COVID-19 test results ...

**Q&A: Sequencing for sepsis and COVID-19**  
July 19, 2020  
and the novel coronavirus (COVID-19). How should these two diagnoses ... Sequencing for sepsis and COVID-19 ...

If you're having trouble locating a specific topic, try using the robust search engine to search the entire Revenue Cycle Advisor site. The search engine allows you to filter your search by Content type and Date created, and you have the added ability to sort the search results by relevance, date, and ascending or descending order.

# Encyclopedia

Our Medicare Billing Encyclopedia is available to all **Platinum members**. The encyclopedia provides a comprehensive, user-friendly reference for hospitals and physician practices.

Select a topic and a complete description is provided along with links to additional resources and official guidance on the topic.

Revenue Cycle Advisor

Search Site

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Medicare Billing Encyclopedia beginning with D

ABCDEFGHIJKLMNOPQRSTUVWXYZ0123456789

Deductibles, Copayments, and Coinsurance  
Denial of Related Part B Services when Inpatient Service Is Denied by Medicare  
Denials  
Detailed Notice of Discharge  
Dialysis Billing in Hospitals  
Discharge Planning  
Discounts to Medicare Beneficiaries  
DME Billing in Hospitals  
Documentation in the Medical Record  
DRGs: 72-Hour and 24-Hour Rules  
Durable Medical Equipment

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[← Back to Encyclopedia](#)

## Denial of Related Part B Services when Inpatient Service Is Denied by Medicare

The Centers for Medicare & Medicaid Services (CMS) published *Transmittal 541* in September 2014.

The notice provides the Zone Program Integrity Contractor (ZPIC) or the Medicare Administrative Contractor (MAC) with the discretion to deny Part D physician "related" claims submitted before or after the Part A hospital claim was denied. It specifically allows the contractors to determine if documentation associated with one claim can be used to validate another claim. When this is the case, those claims may be considered "related." This is the first time that a denied inpatient hospital service may also impact physician services.

In short, physicians must be very diligent to ensure that progress notes and other entries made in a hospital medical record support the need for hospitalization or a particular service in order to establish the hospital service is medically necessary, thus ensuring payment for both the facility and the physician or practitioner who provider services while the patient was hospitalized.

CMS provides the following example in *Transmittal 541* as clarification:

*When the Part A inpatient surgical claim is denied as not reasonable and necessary, the MAC may recoup the surgeon's Part B services. For services where the patient's history and physical (H&P) examination, physician progress notes, or other hospital record documentation does not support the medical necessity for performing the procedure, post payment recoupment may occur for the performing physician's Part B service.*

### Resources

CMS Manual System, Pub 100-08 Medicare Program Integrity, *Transmittal 541* (September 12, 2013)

<http://www.cms.gov/Regulations-and-Guidance/Guidance/Transmittals/Downloads/R541PI.pdf>

## Network & Events

Looking for additional networking or continuing education opportunities?

Look no further than Revenue Cycle Advisor's **Network & Events** page. We keep you in-the-know with a comprehensive listing of our upcoming Medicare and Revenue Integrity Boot Camps, Conferences, CMS events, Webinars, and On-Demand learning opportunities. Quick links allow you to learn more about your selection, register, or pay for events online.

Discussion forums are located on the right side of the page. Feel free to access the forums and network with your colleagues, start a discussion, provide feedback on an existing discussion thread, or search for discussions by categories that are most relevant to you.

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News & Analysis | Resources | Encyclopedia | **Network & Events** | Membership | My Content | Subscribe | Account

### Network & Events

#### Upcoming Events

**Bootcamps** [More Bootcamps >>](#)

- Monday 9/21/2020 - Live Virtual Medicare Boot Camp!—Utilization Review Version
- Monday 9/28/2020 - Live Virtual Medicare Boot Camp!—Physician Services Version
- Monday 9/28/2020 - Live Virtual Revenue Integrity and Chargemaster Boot Camp for Critical Access Hospitals
- Tuesday 9/29/2020 - Medicare Boot Camp!—Long-Term Care Version Online

**Conferences** [More Conferences >>](#)

- Tuesday 9/22/2020 - FREE three-day, online, educational event!
- Tuesday 9/22/2020 - Virtual Education Curtain Call: Behind the Scenes of Star-Studded CDI Programs
- Tuesday 10/6/2020 - Revenue Integrity and Reimbursement Strategies: A NAHRI Virtual Event
- Tuesday 10/6/2020 - Credentialing Resource Center Virtual Event Rebroadcast

**CMS Events** [More CMS Events >>](#)

- Thursday 9/17/2020 - Hospital/Quality Initiative Open Door Forum
- Tuesday 9/22/2020 - Dementia Care Call

#### Webinars

**Upcoming** [More Webinars >>](#)

- 9/17/2020 - 2021 IPPS Final Rule: Navigating Medicare's Changing Reimbursement
- 12/14/2020 - 2021 OPPS Final Rule: Implementing the Latest CMS Policies

**On-Demand** [More Webinars >>](#)

- Enhancing the Revenue Cycle Through HIM Integration - On-Demand
- 2021 OPPS Proposed Rule: Prepare for CMS' Latest Changes - On-Demand
- Sepsis: Navigating the Ever-Changing Clinical Documentation & Coding Landscape - On-Demand
- JustCoding's 2021 ICD-10-CM Code Updates - On-Demand

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#### Revenue Cycle Forums

To participate in the RCA forum discussions, you must be a member of the RCA community. Please subscribe today or login for access.

[CMS guidance on CS and PN modifiers](#)  
Shieves June 9, 2020

[Aborted ablation and device placement](#)  
jchenid14@tellingclinic.org March 24, 2020



# Membership

Have a question about your membership benefits? Looking to upgrade your membership? Maybe your organization is interested in pursuing sponsorship opportunities? The membership page provides all the information, guidance, and clarity you might need.

**Membership**

**Membership**

- Become a Member
- Regulatory Specialists
- Sponsorship Opportunities
- RCA Team
- User Demo

## Membership

### Become a Member

Revenue Cycle Advisor is the key to your organization's Medicare regulatory news and education. It combines all of HCPro's Medicare regulatory and reimbursement resources into one handy and easy-to-access portal. News is not just repeated from other sources. It is analyzed by our Medicare experts so professionals can comprehend any new rule updates thoroughly.

[Learn More >>](#)

### Regulatory Specialists

Revenue Cycle Advisor advisory board is a group of professionals who provide expertise and an industry voice for members and the wider Medicare regulatory and reimbursement world. Their role is to provide a credible, go-to source for billing, regulatory, and reimbursement information. It is a volunteer position.

[Learn More >>](#)

### Medicare Advisory Services

Let us connect your Medicare challenges and questions to an unrivaled network of experts, resources, and solutions.

[Learn More >>](#)

### Sponsorship Opportunities

Revenue Cycle Advisor offers a variety of sponsorship opportunities. For more information 877-233-6734 or [sales@hcpro.com](mailto:sales@hcpro.com).

[Learn More >>](#)

### Contact Us

For more information on joining Revenue Cycle Advisor or questions about your membership.

[Contact Us >>](#)

### Network & Events

#### Upcoming Webinars

- 12/14/2020 - 2021 OPPS Final Rule: Implementing the Latest CMS Pol...
- 9/17/2020 - 2021 IPPS Final Rule: Navigating Medicare's Changing Re...

[>> More Webinars](#)

#### Upcoming Bootcamps

- 9/21/2020 - Live Virtual Medicare Boot Camps—Utilization Review ...

## Career Center

The **Career Center** offers members the opportunity to post jobs or search for new job opportunities! Job seekers can search by organization type, state, or job function.

The screenshot shows the HCPro Career Center website. At the top, there's a navigation bar with the HCPro logo, links for Employers and Job Seekers, and a Post a Job button. Below the navigation bar is a large banner image featuring a smiling woman and a man. Overlaid on the banner is the text "Career Center Connecting Talent with Opportunity". Below the banner is a search bar with fields for Keyword or Job Title, Location, and a Search Jobs button. There's also a checkbox for "Send me new jobs for this search" and a placeholder email address "your@email.com".

Below the search bar, there's a "Featured Jobs" section. It lists four job openings:

- REI**  
Rejuvenating Facility Center  
Westport, 17767
- HR & Administrative Services Manager**  
Sudden Valley Community Association  
Bellingham, WA
- Graduate Workplace Physiotherapist**  
Employ Health  
New Farm, QLD
- Staff Accountant III**  
UNAWCO  
Boulder, CO

A "View All Jobs" button is located at the bottom right of the featured jobs list.

To the right of the featured jobs is a "PROFESSIONAL DEVELOPMENT RESOURCES" section. It features a video thumbnail with the text "Training, Bootcamps, and more with HCPro" and a "Browse Now" button.

Below the featured jobs and professional development resources is a "Browse by Category" section. It has three columns: Org Type, State, and Job Function. Each column lists various categories and sub-categories.

Org Type	State	Job Function
Abils	Academia	Academic
Academic / Research	Academic Medical Center	Academic Medical Group
Academic Practice	Academic/Research (College/University)	Academics / Research
Accounting	Accounting in Higher Education	Accounting/Finance
Actuary/Actuarial	Administration	Administrative
Adolescents	Adolescents (12-18)	Adults (18-65)
Advanced Generalist	Advertising / Marketing	Advocacy / Non-Profit
Advocacy Group (501c3 / 501c4 / PAC)	Advocacy/Public Policy	Aged Care

A "Show All" button is located at the bottom right of the "Browse by Category" section.

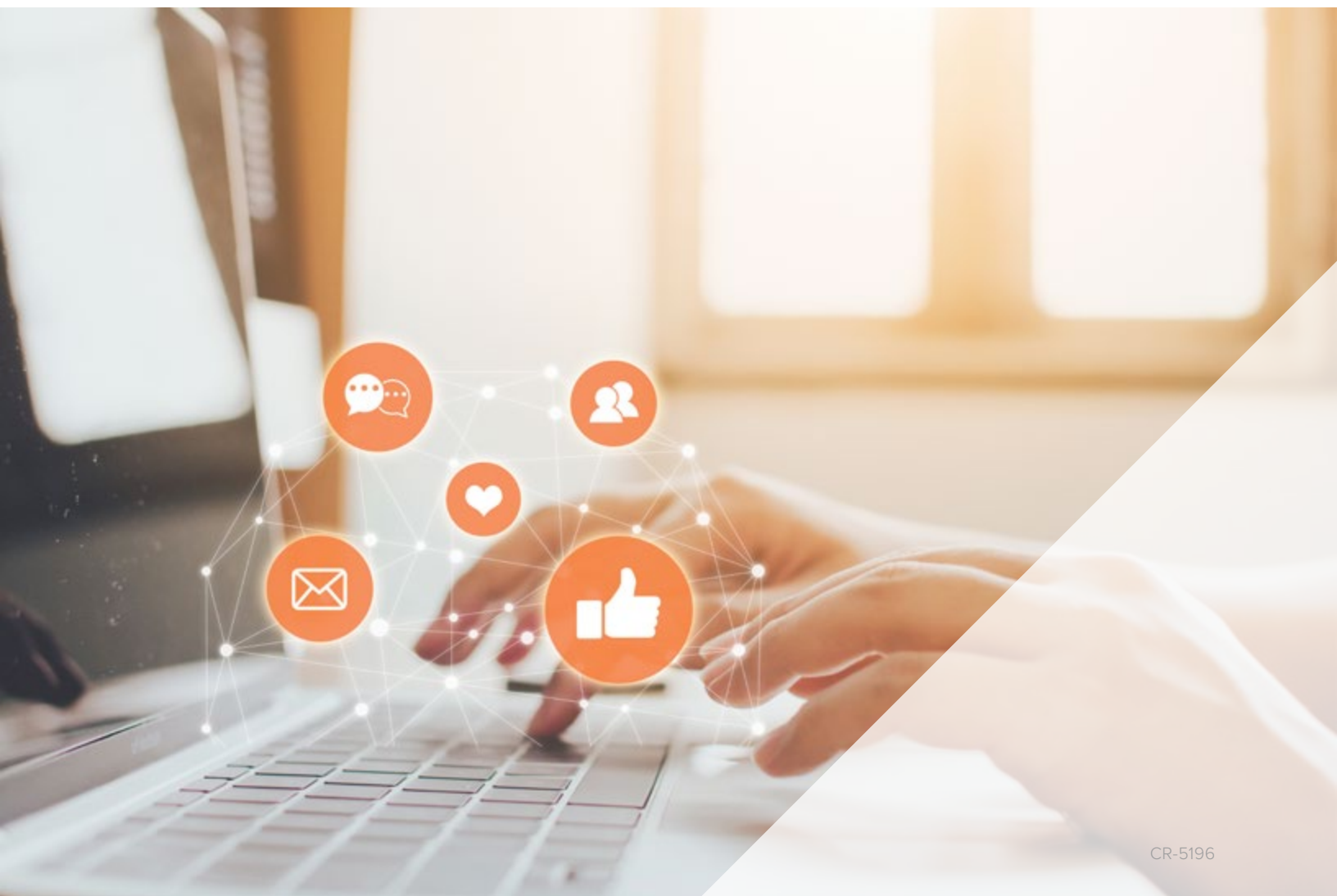


## 📄 Contact Us

Questions, comments, feedback, upgrade your membership?  
We're here to help!

📞 800.650.6787

✉️ [customerservice@hcpro.com](mailto:customerservice@hcpro.com)



CR-5196