



Psychiatric Administrative Day Rate Billing

Optum Maryland Provider Training

Provider Guide



Once a Recipient no longer meets MNC and is approved for Administrative Days (Admin Days), the provider billing must use the following process to avoid claim adjudication errors:

- Admin Days must be billed separately from Clinical hospital bed days hospital days;
 - *I.e., A separate UB04 form must be used for administrative day charges*
- Only use revenue code 0169;
 - *No other room and board codes or ancillary codes can be billed during the administrative day period.*
- Admin Days are only billed under the Acute Hospital Provider Type (06), even if the length of stay using admin days are beyond 30 days.
- Maryland In-State Psychiatric hospitals rates are set by HSCRC which Medicaid reimburses at 94% of charges, pursuant to COMAR 10.09.95.07.
- Admin day rates are established at the average residential treatment center rate, pursuant to COMAR 10.09.95.07H.

Admin Rate Calculations

In order to be reimbursed for the full Admin day rate, in-state psychiatric hospitals must bill at a higher rate to offset the difference.

- To determine your billed amount, use the instructions to the right which will be higher than the actual reimbursable amount.
- (Admin day rates are reviewed by the Maryland Department of Health each State fiscal year, available on the Maryland Department of Health's [website](#).)

Admin Rate is 589.14 (actual FY 24 rate)

- ① Provider divides \$589.14 by 94% = \$ 626.74 per day.
- ② Provider submits a claim for \$626.74 to Medicaid.
- ③ Medicaid will calculate $\$626.74 \times 94\%$ to reach the \$589.14 rate.
 - Provider is reimbursed by Medicaid \$ 589.14 - the maximum allowable rate for admin days.
 - If the provider submits \$589.14, the reduced amount of \$553.79 would be correctly paid based on the 94% reduction in charges, but lower than the allowed amount.

Billing (Full Month)

Specific to billing for Inpatient Psychiatric hospital using Administrative Days, the following rules apply:

Example: Administrative Days beginning on First of Calendar Month

Description	Statement From	Statement To	Provider Type	Type of Bill	Revenue codes
Discharge from the LTC using NPI for Chronic Psychiatric facility	11/1/2023	11/30/2023	07	154	0124 and ancillaries
Bill <i>Admin days</i> using NPI for Acute Psychiatric facility	12/1/2023	Through the date of discharge or the end of the Calendar month, whichever occurs first.	06	11X	0169 Only, no Ancillaries

The full UB-04 instructions can be found [here](#).

Billing (Partial Month)

When a stay includes a partial month, please refer to the example below for billing instructions.

Example: Administrative Days Mid-Month beginning 11/15

Description	Statement From	Statement To	Provider Type	Type of Bill	Revenue codes
Discharge from the LTC using NPI for Chronic Psychiatric facility	11/1/2023	11/14/2023	07	154	0124 and ancillaries
Bill <i>Admin days</i> using NPI for Acute Psychiatric facility	11/15/2023	Through the date of discharge or the end of the Calendar month, whichever occurs first.	06	11X	0169 Only, no Ancillaries

The full UB-04 instructions can be found [here](#).

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Changes to business policies and procedures may cause the information provided here to become out-of-date. Always refer to the policy and procedure documentation provided to you within your business unit and/or consult with your manager or team lead if you have any questions and to validate sources of truth.

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