

## Capitation

- Mouse or Keyboard Control
- Co-Pay Alert When Posting Charges
- Click & Drag to Post Quick Write-off to the Plan Account
- Claims Printed as Confirmation to Insurance Companies
- Old Claims Can Be Batch Deleted
- Each Cap Procedure Tracks Which Plans Are Affected With Its Use
- Reports List All Patients Under Each Managed Care Plan
- Reports Track All Charges, Payments And Show A Fee-For-Service Equivalent Value

**M**anaged care is becoming a reality in more and more primary care facilities. It is vital to be able to identify which participating managed-care plans are most profitable. MicroMD allows the operator to post capitated charges as well as writing that charge off to the plan at the time of posting.

**S**etup: In the *Cap Menu* from the main menu bar, the *capitation setup screen* appears similar to the screen in the upper right. This sets up a specific payment code for fee-for-service charges that might be billed to this managed care insurance company as well as a code for the capitated procedures that this company has already paid to the practice as a participating provider. Two distinct write-off codes (one for capitated procedures and one for fee-for-service procedures) are also set up in this screen. The posting account is also indicated in the *capitation setup screen* above.

Within the plan setup (as illustrated below) each capitated procedure is listed under the *Capitation Procs* tab. This also displays whether a co-pay applies to this procedure. A message flashes during posting if the procedure just posted should be applied to a patient's co-pay.

**P**osting: As the following three procedures are posted to the patient's account, a field (Cap Amt) displays the current amount of applicable capitated charges, less the patient's co-pay amount. In this example, the charges are listed as capitated procedures with this insurance plan. The total for the charges totals \$53.00, less the patient's listed co-pay amount of \$10.00, for a *Cap Amt* value of \$43.00.

ID	Plan Type	Group Name	Insurance Category	From	To	Co Pay
1327	Primary	HEALTH CARE MANAGEMEN	Miscellaneous	00/00/0000	00/00/0000	\$10.00

  

D	Proc	POS	M1	M2	M3	Date From	Date To	Description	Fee	Unit	Prov	Bill	Diag
	99211	11-OFF				5/29/02	5/29/02	OFFICE VISIT-EST PT	21.00	1	2-C	Y	1
	36415	11-OFF				5/29/02	5/29/02	VENIPUNCTURE	11.00	1	2-C	Y	1
	85007	11				5/29/02	5/29/02	WBC W/ DIFF	21.00	1	2-C	Y	1

Procedure	Description	Copay
36415	VENIPUNCTURE	Yes
99201	OFFICE VISIT-LEVEL I/NEW	Yes
99202	OFFICE VISIT-NEW PT EXPANDED	Yes
99203	OFFICE VISIT-NEW PT DETAILED	Yes
99204	OFFICE VISIT-NEW PT COMPREHENSIVE MOD	Yes
99211	OFFICE VISIT-EST PT MINIMAL	Yes
99212	OFFICE VISIT-EST PTFOCUSED	Yes
99213	OFFICE VISIT-EST PT EXPANDED	Yes
99214	OFFICE VISIT-EST PT DETAILED	Yes
99215	OFFICE VISIT-EST PT COMPREHENSIVE	Yes
85025	CBC W/ DIFF	No
85031	CBC DIFF	No

By clicking this field value with the mouse and dragging it to the lower posting area of the screen, it is written off to the *Capitation Payment Posting Account* — 1003.0 HEALTH CARE MANAGEMENT PLAN.

If the operator posts a fee-for-service charge during this same encounter, it has no effect on the Cap Amt field value and therefore does not change the value of the write off. Instead, it applies this to the patient's account.

# Capitation Reports

**I**ncluded within the capitation module are several Reports.

**P**atient Report: This report identifies the managed care plan, the patient by account number and name, as well as the patient's address, city, state and zip code. The patient's co-pay amount is also displayed. This report also lists whether the insurance coverage is primary, secondary, or tertiary.

Capitation Plan Listing							
MICROSYS MEDICAL							
Pat No	Name	Address	City	St	Zip	Type	Co-Pay
* 1327 HEALTH CARE MANAGEMENT							
1003.0	HEALTHCARE, MANAGEMENT		S. BOARDMAN	OH	44512	P	\$10.00
1004.0	SMITH, FLORENCE U	822 BOSTON AVE.	CANFIELD	OH	44406	P	\$10.00
*Count: 2 (4.76%)							
* 491 KEYSTONE HEALTH PLAN*							
81.1	BENNETT, ALEXANDER L	609 MCCLURE AVENUE	STANHOPE	OH	44823	P	\$0.00
81.3	BENNETT, DANIEL	609 MCCLURE AVENUE	STANHOPE	OH	44823	P	\$0.00
81.2	BENNETT, DEBORAH E	609 MCCLURE AVENUE	STANHOPE	OH	44823	P	\$0.00
81.0	BENNETT, KENNETH	609 MCCLURE AVENUE	STANHOPE	OH	44823	P	\$0.00
797.2	BORTZ, ALBERT THOMAS	49 REXFORD DRIVE	YOUNGSTOWN	OH	44512	P	\$0.00
797.4	BORTZ, ALLEN J	49 REXFORD DRIVE	S. BOARDMAN	OH	44512	P	\$5.00
797.5	BORTZ, CHRIS	49 REXFORD DRIVE	YOUNGSTOWN	OH	44512	P	\$0.00
797.1	BORTZ, DIANE	49 REXFORD DRIVE	S. BOARDMAN	OH	44512	P	\$0.00
797.3	BORTZ, ERIC JAMES	49 REXFORD DRIVE	YOUNGSTOWN	OH	44512	P	\$0.00
797.0	BORTZ, THOMAS A	49 REXFORD DRIVE	STANHOPE	OH	44823	P	\$0.00
831.3	DRUMMOND, ANGELA	874 VALLEY VIEW DRIVE	S. BOARDMAN	OH	44512	P	\$10.00
831.1	DRUMMOND, LISA A	874 VALLEY VIEW DRIVE	STANHOPE	OH	44823	P	\$10.00

**S**ummary Report: This report can be produced for any period of service dates and for any or all managed care plans. It can be printed for any provider and for any location. When selecting all groups, providers or locations, it can be printed to group according to plan, provider, or location. It tracks the number of patients seen, the number of encounters and visits, and the total of patient payments. It also tracks and compares the charges, payments, and write-offs for both capitated charges and fee-for-service charges. This is particularly helpful in year-end reviewing to determine which managed care plans warrant continued participation. A line showing the Fee For Service Equivalent Charges computes what would have been realized if these charges were posted as *fee-for-service* instead of *capitation*.

Capitation Report								
MICROSYS MEDICAL								
Service Dates: 01/01/1900 - 12/31/2050								
	Patients	Encounters	# of Visits	Charges	Capitation Payments	Writeoffs	Fee For Charges	Fee For Paym
	39	31	157	\$7,118.00	(\$925.00)	(\$1,192.23)	\$4,802.00	(\$173
<b>Totals:</b>	<b>39</b>	<b>31</b>	<b>157</b>	<b>\$7,118.00</b>	<b>(\$925.00)</b>	<b>(\$1,192.23)</b>	<b>\$4,802.00</b>	<b>(\$173</b>
<b>Fee For Service Equivalent:</b>				<b>\$4,347.58</b>				