

Revenue Optimization Checklist

Chargemaster		
Are HCPCS codes included in the Chargemaster for all drugs that have a code?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Since some drugs have both an APC and HCPCS code, is the APC included?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are the correct revenue codes assigned to drugs?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do all blood clotting factors have revenue code 636, HCPCS codes, and correct billing units and conversion factors?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is there someone in pharmacy responsible for updating HCPCS codes in the Chargemaster?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are CMS changes reviewed quarterly and is the Chargemaster updated?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are drugs with a status indicator (SI) A, F, G, K, L coded correctly?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are they periodically updated?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does Medicaid have medication codes that need to be included in Chargemaster?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are the billing units and conversion factors correct? (for example: 100mg vial of Rituxumab: billing units = 10mg ,conversion factor =10)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are Medicaid changes reviewed periodically and is the Chargemaster updated to reflect any of the changes?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are all new drugs on the formulary on the Chargemaster? Is CMS site checked to determine if new drugs have codes assigned?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are pharmacy charge formulas for outpatient drugs periodically reviewed to ensure that charges are competitive?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are our charge formulas taking into account price sensitive items?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Pharmacy Systems Maintenance		
Pharmacy has access to financial systems to review billed charge and reimbursement, including patient and payer specific data	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Outpatient Revenue Cycle Management		
Is pharmacy a part of a revenue cycle team?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is there a preauthorization process in place for outpatient infusion therapies and high cost injectables?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are infusions coded accurately with respect to diagnosis and procedure?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are the codes submitted with the bill?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are administration codes included?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is there a periodic evaluation of reimbursement for infusion therapies? By drug?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is there a mechanism for alerting pharmacy to review drug related payment denials?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are national and local medical review policies regarding drugs eligible for reimbursement known? Are the policies updated?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are the proper POS (Place of Service) codes documented?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are individual claims reviewed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are co-pays and/or coinsurance collected?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is patient's payer status current and accurate?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Was claim billed to the correct payer?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Was the reimbursement received consistent with the payer specific contract?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Was revenue posted to the correct account?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Contracting		
Is the contracting department routinely notified of new expensive drug therapies that have been added to formulary?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do expensive drugs have a "carve out" with payers for inpatients? (e.g. Factors)	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Is pharmacy asked to provide input as contracts are negotiated, particularly for outpatient care?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do contracts for outpatient care contain any language re: infusion therapies or any other medications? If yes, are there specific requirements for billing, e.g. NDC codes?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
23 Hour Patients		
Are 23 hour visits being coded correctly?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is 340B inventory being used for 23 hour pts?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are 23 hour visits being coded as outpatient or observation, rather than as inpatients?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Charge Capture		
Is there periodic monitoring and tracking of factor patients to ensure correct and appropriate billing since there is additional Medicare reimbursement for inpatients?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are charges being captured for medications administered in: <ul style="list-style-type: none"> • Diagnostic areas? • Procedural areas? • Clinics and physicians' offices? 	<input type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> No <input type="checkbox"/> No
Are audits of charges vs. purchases vs. inventory performed for top 20 drugs by cost (e.g., >\$5,000/dose and by total expenditures to ensure charge capture?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are actual payments tracked?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Other		
Is the institution getting product replacement for indigent pts?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have a financial coordinator or someone from the pharmacy department to help coordinate with patient assistance programs?	<input type="checkbox"/> Yes	<input type="checkbox"/> No