

## *Submitting a request for Procedure Codes*

Please fill in:

Your name, location, extension, and fax number.

Today's date

Your functional unit and/or clinic number.

The date you need the request effective

Please check the box in the top-middle of the form – add/change/delete.

If requesting a new code or a change in cpt/ub information, please fill in the purpose of the procedure/service. This must match the description of the CPT/HCPCS code.

Please supply the revenue code.

The procedure code can be assigned by either the user or Casemix.

The Chargemaster description is the narrative which appears on a detail bill – it can be no longer than 30 positions.

If the request is for a med/surg supply, then the cost must be supplied, and will be marked up according to the regulated calculations. If the request is not for a med/surg supply, either an RVU value or a price determined by the user must be supplied.

The CPT/HCPCS code must be supplied if applicable.

The UB 92 codes for outpatient and inpatient Medicare must be provided.

The second worksheet of the request form is for cost standards associated with each procedure. The line numbers should follow the numbers on the first worksheet. If you have any questions on this data, please contact Theresa Bancroft 0-9705. **This does not apply to pharmacy or supply requests.**

The form can be e-mailed to [rwright8.jhmi.edu](mailto:rwright8.jhmi.edu) or faxed to Rhonda Wright at 0-9626

The process for approval is as follows:

The code is entered into our chargemaster verification software. Once the code has been approved by the software, a copy of the form will be sent to Steve Hall (HSCRC compliance). Once his approval is received back, the code can be entered into the Keane Chargemaster. E-mail notification or a phone call will be made.