	The Johns Hopkins Health System	<i>Policy Number</i>	BIL001
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Policy

This policy applies to the Johns Hopkins Health System (JHHS) Patient Financial Services (PFS) and covers the Johns Hopkins Hospital, Bayview Medical Center and Howard County General Hospital.

Definition

The purpose of this policy is to establish the proper procedure for using the Uniform Bill UB-92.

Procedures

The NUBC has developed uniform definitions for each data element and procedural guidelines for completing the form. The procedural guidelines are designed to provide actual completion instructions for all insurance claims. The guidelines are only intended to provide guidance in preparing specific instructions at a national level. There may be State and/or Payor specific guidelines.


The following are the definitions for frequently used instructions in the procedural guidelines and should be noted:

Required Information - Without this information it is not possible for the payer to determine the benefits due on the bill. Lack of this information may delay processing of the bill.

Desirable Information - This information is necessary in processing the bill but may be available from a source other than the hospital. Lack of this information may delay processing of the bill.

If Applicable - The data element is required when the conditions described in the definition of the code exist.

Each data element of the form is described in the NUBC manual and the Maryland manual. Questions regarding field descriptions or interpretations should be referred to your manager.

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Senior Director, Patient Financial Services, JHHS

REVIEW CYCLE

Three (3) years

APPROVAL

Senior Director, JHHS

Date

Director, PFS Operations, JHHS

Date