## Utilization Instructions

*(As of January 2011)*

- All reported utilizations must be reported in calendar year (January – December). If only a partial year can be reported, please specify the months being reported.

- Report all similar equipment as a whole, not by each individual unit, and not by each individual CPT code.

- Report utilization of units located at separate locations (different physical addresses) separately even if all locations are licensed together.

- All CT scanner, Lithotripter, MRI, and PET scanner utilizations will be based on the following CPT codes for outpatient and similar ICD9 codes for diagnostic procedures (parenthesis represent Level II codes):

  - CT scanners: 0042T, 70450, 70460, 70470, 70480-70482, 70486-70488, 70490-70492, 70496, 70498, 71250, 71260, 71270, 71275, 72125-72133, 72191-72194, 72292, 73200-73202, 73206, 73700-73702, 73706, 74150, 74160, 74170, 74175, 74261-74263, 75571-75574, 75635, 76380, 76497, 77011-77014, 77078, 77079

  - Lithotripters: 0019T, 0101T, 0102T, 50590 (43265)

  - MRI's: 70336, 70540, 70542-70549, 70551-70555, 70557-70559, 71550-71552, 71555, 72141, 72142, 72146-72149, 72156-72159, 72195-72198, 73218-73223, 73225, 73718-73723, 73725, 74181-74183, 74185, 75557, 75559, 75561, 75563, 75565, 76390, 76498, 77021, 77022, 77058, 77059, 77084
    (C8900-C8914, C8918-C8920)

  - PET scanners: 78459, 78491, 78492, 78608, 78609, 78811-78816
    (G0219, G0235, G0252)

  - 1 CPT code/billing unit = 1 procedure

- Linear accelerator and Cyberknife/Gamma Knife utilizations will be based on the following CPT codes for outpatient treatments and similar ICD9 codes for inpatient treatments:
  (parenthesis represent Level II codes)

  - Linear Accelerators: 77401-77404, 77406-77409, 77411-77414, 77416, 77418, 77422-77423, 77520, 77522, 77523, 77525

  - Cyberknife/Gamma Knife: 61795-61799, 63620, 63621, 77371-77373, 77402-77404, 77406-77409, 77411-77414, 77416, 77432, 77435
    (G0251)

  ***(Note) If a gamma knife or cyberknife does not exist at the facility but the above codes have been used due to the linear accelerators' capabilities, count them towards the linear accelerator utilization.***

- Linear accelerator/Cyberknife/Gamma Knife utilizations will be on actual treatments and not on simulative work. Same as earlier, 1 CPT code/billing unit = 1 treatment.

- ✯ The utilization must be broken down by payor source for each group of equipment unless otherwise directed.

  - ❋ Payor source break down is:
    Medicare
    TennCare/Medicaid
    Managed Care/Commercial (*combined*)
    Self Pay/Other

- ✯ If you do not normally use CPT codes but financial codes, use only the financial codes that match the definitions of the requested CPT codes.

- ✯ If the equipment is a mobile unit, please report how often it is at the facility.
  Examples: 1 day/wk, 1 day/biweek, 1 day/month, 1 half day/week
  - ❋ If the equipment is used "as needed", please report how many days it was used.
    (example: as needed=10 days).

- ✯ If the equipment is shared, please report the time shared arrangement like you would report a mobile unit (See previous for example)

- ✯ In regards to mobile and fixed units, please use the following definitions:
  **Fixed** = any unit "permanently" housed in a room on the health facility's campus.
  No room to room mobility.
  **Mobile (Full)** = any unit on a mobile base (i.e. tractor trailer or has wheels attached) or live in a closet/room that is housed on site 5 or more days per week. If the unit travels room to room and lives on campus 24/7/365, it will be classified as Mobile(Full).
  **Mobile (Part)** = any unit on a mobile base (i.e. tractor trailer or has wheels attached) that is on site less than or equal to 4 days per week. This will include units brought in by vendors or units that live in a closet/room but are only allowed to be used 4 or less days per week.
  - ❋ Mobile (Full) and Mobile (Part) will be determined based on submitted registration and mobile days used (i.e. 4 days/week). Submit mobile (full) and mobile (part) as Mobile units on the utilization.

***Submission:***

1. To submit the report electronically, go to www.tn.gov/hsda then click on Medical Equipment (under Featured Topics) then click on Medical Equipment Submissions. At the bottom of the page is the link Medical Equipment Utilization – click on it. The link will take you to another web site.

   a. Locate your facility's name from the scroll down or Enter your facility's name on the line below.
   b. Enter Contact information.
   c. Click on the beginning date of reporting period (i.e. January 2010). Then click on the ending date of reporting period (i.e. December 2010).
   d. Enter the number of units and how many days (i.e. 2 per week) in the appropriate places. If you have a mobile along with fixed units, report the mobile unit's utilization separately, if possible. Otherwise, report the mobile unit with the rest of the fixed units.
   e. Enter the utilization in the appropriate places.
   f. Print a copy (landscape) for your records then Submit.

2. The utilization must also be reported by the patient's origin. This is mainly submitted by reporting the number of procedures or treatments by the patient's county (not county of the facility).

   a. Follow the same instructions for submitting the utilization by payor source except once you get to the utilization page, click on Section Two.
   b. Just like the previous instructions, enter the facility's information.

1c. If the facility is able to report by county, enter all the data into the corresponding counties.

a) Upon completion, print the report then Submit.

***(Note) A blank form may appear after submission. Don't panic. Submission may have gone through. Wait for confirmation from Ms. Craighead for verification.***

2c. If the facility cannot report by county but by zip code, enter in the Comment line – "Cannot by County But will Submit by Zip Code".

a) At that point, click on Submit. Don't worry about the rest of the document.

***(Once again, blank form problem may occur. Don't panic.)***

b) The zip code data can be put into a Microsoft Excel spreadsheet or similar table. The file then can be emailed to Alecia Craighead at alecia.l.craighead@tn.gov .

3c. If the facility cannot report by county and cannot report by zip code, enter in the Comment line – "Cannot by county. Cannot by zip code".

a) At that point, click on Submit. Don't worry about the rest of the document.

- ☆ Please, if at all possible, submit at least the zip code listing so we can have a better idea how far or where patients are traveling to for services.

- ☆ If submitting zip code data, please **Do Not** submit patient names or any other personal information.

- ☆ If zip code data cannot be obtained, please try to submit county estimates or raw zip code data (that can be interpreted). The calculations can be made at this office. This data can either be sent by email or postal.

- ☆ Upon receipt of electronic, email, or hard copy submission, a confirmation will be sent to the listed contact person by Alecia Craighead within two (2) business days. If a receipt has not been received, contact Ms. Craighead for follow up (phone: 615-253-2782 email: alecia.l.craighead@tn.gov ). Submissions have been lost in cyber space and in the mail in the past. Receiving a confirmation ensures that your data is received and recorded timely. Do not rely on the system generated confirmation. Only rely on the confirmation received by Ms. Craighead.

***Notes:***

- ☆ The utilization of equipment pertains to all Computed Tomographers, Magnetic Resonance Imagers, Linear Accelerators, Cyberknife and Gamma Knife, Lithotripters, and Positron Emission Tomographers that your facility owns, leases, or shares.

- ☆ If a facility utilizes equipment at separate locations (i.e. different physical addresses), each location must report their equipment's utilization.

**Joint Annual Report Advice…**

Since a lot of the requested data is similar but more detailed than what is requested for the Joint Annual Report, it is recommended that you generate the data for the above requested reports first then use that data to tabulate the totals for the Joint Annual Report.