SF 1080 Interagency Billing Process
DHA Uniform Business Office

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Resources

- [UBO Compliance Workflows and Narratives](#):
    - MSA Federal Workflow
    - MSA Federal Narrative
- [UBO Helpful Handout Deep-Dive Miscellaneous](#)
- [UBO Helpful Handout UBO Poster](#)
- MHS Genesis Workflows:
    - [1DOD – Patient Accounting – SF1080 Billing Process](#)

SF 1080 Interagency Billing Overview

- The SF1080 process is a unique process in Revenue Cycle and Discern Reporting Portal to create a DD7 line-item charge form and a SF1080 invoice for government interagency billing.

| Patient SF 1080 encounter created at check in. Patient check out. | → | Identify SF1080 encounters via Workqueue Report or Monitoring Queues | → | Resolve SF 1080 work items. Balance tab needs to have all dollar amounts at self pay | → | Generate SF1080 and DD7 via SF1080 Voucher Queue in Discern Reporting Portal | → | Submit SF1080 and DD7 to appropriate agency via DoD Safe | → | Received Payment. Manual Remittances Entry Workflow |

SF1080 Checklist

Daily:

- Review and resolve UBO Work Items in SF1080 sub-categories

Weekly:

- Review DNRB – Insurance and Self Pay monitoring queues.
  - Run Revenue Cycle – Work Queue Report in Discern Reporting Portal.
  - Review encounters >30 days, Resolve discrepancies if necessary.

Monthly:

- After SF1080 OPS Job is run.
  - Generate SF1080/DD7 Billing to submit to payers.
  - Review and resolve DNRB-Self Pay balances for encounters >30 days.

SF1080 Checklist Continued

- Pending SF 1080s are reviewed on the first day of the month via the "SF1080 Voucher Queue" in the Discern Reporting Portal.

- National Oceanic and Atmospheric Administration (NOAA) and Public Health Services (PHS) SF 1080 processed and forwarded to the agency within 7-10 days of generating in Discern Reporting Portal.

- Intra-governmental payment and collection payments received from NOAA and PHS posted within 7-10 days of receipt, to include adjustments.

- Required adjustments applied using appropriate Payment Alias - 4722 for Interagency Payment.

- Ensure your MTF has a Memorandum of Agreement outlining rules and procedures governing eligibility and participation in TRICARE with PHS and with NOAA.

SF1080 Billing Interagency MOA PDF

- The following types of intergovernmental agreements are located at the DHA UBO Enterprise:

DHA/NOAA MOA 2018

  - DHA and NOAA – Current agreement with the National Oceanic and Atmospheric Administration Commissioned Officer Corps regarding on rules and procedures governing NOAA eligibility and participation in TRICARE.

DHA/PHS MOA 2018

  - DHA and PHS – Current agreement with the Public Health Service Commissioned Officer Corps regarding rules and procedures governing PHS eligibility and participation in TRICARE.

Identifying SF 1080 Encounters
Revenue Cycle – Workqueue Report

- This report displays a summary and detailed view of items in the workqueue. The counts and percentages in the summary are displayed by workflow state and assigned user with the option to include follow-up items. The spreadsheet view includes patient and provider detail for each item in the workqueue.

- Step 1: Select P0630 Discern Reporting Portal

P0630 Discern Reporting Portal

- Step 2: Select Revenue Cycle– Workqueue Report, Click Run

Identifying SF 1080 Encounters
Revenue Cycle – Workqueue Report Continued

- Step 3 - Refer to screenshot for data elements.

  - Output type: **Spreadsheet**

  - Search User: **Enter parent DMIS then tab**

  - Select Assigned User: **SF1080 Lead "M" User Group and SF1080 User Group**

  - Select Work Flow State: **Any**

  - Include Follow-Up Work Items : **Yes**

  - Click **Execute**
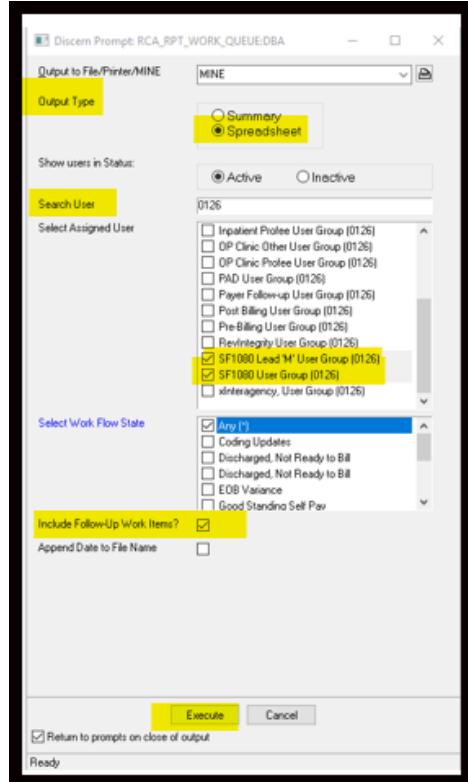
Identifying SF 1080 Encounters - Revenue Cycle – Workqueue Report

- Step 4- Click in END blue box in upper left corner; ctrl-C. Paste into open Excel, ctrl-V in upper left corner

- Step 5 – Excel, Format accordingly and apply filters
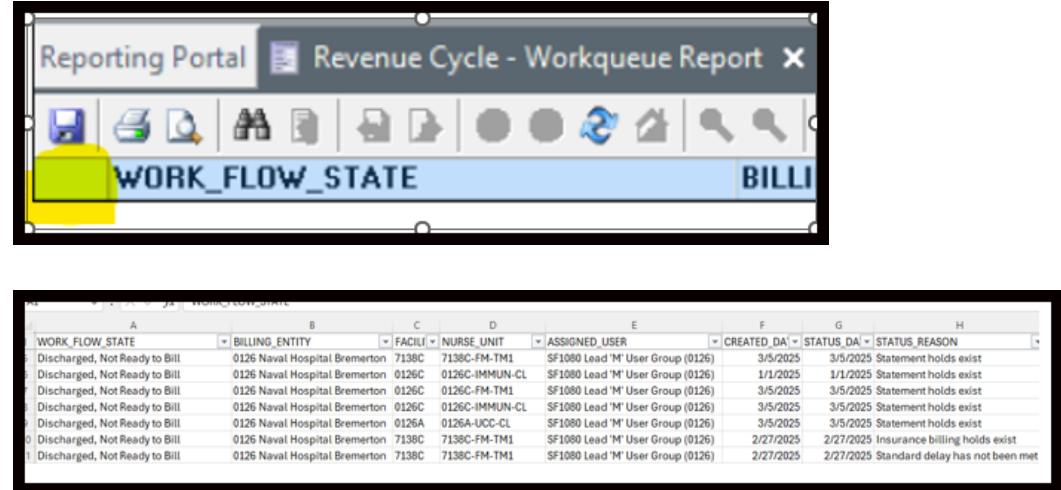
Identifying SF 1080 Encounters – Revenue Cycle Queues View

- Identifying SF 1080 encounters through Queues View in Revenue Cycle.
  - Click on DNFB
  - Click on SF1080 User Groups

Discharged Not Ready to Bill Queue

Identifying SF 1080 Encounters - Profile & Health Plan

- Front Desk staff responsible to select the correct Profile and Health Plan at Clinic Check in.

- Encounters are identified for qualification in the SF1080 process by ensuring that the Financial Class "Interagency SF1080" is sequenced as the primary Financial Class of the Profile & Health Plan.

- Interagency Health Plan & Financial Class examples are listed below.

  - TRICARE PRIME PUBLIC HEALTH
  - TRICARE PRIME FAMILY MBR PUBLIC HEALTH
  - TRICARE PRIME NOAA
  - TRICARE PRIME FAMILY MBR NOAA

Identifying SF1080s Encounters - DNRB – Status Reason Holds

- There are various reasons for encounters to be in this queue.

  - **Standard Delay has not been met-** Encounters over 14 days should not have this reason.

  - **Insurance Billing Holds exist** – 'Billing Holds' tab is waiting for coding. UBO staff need to wait on coding, also check for accuracy within Patients Demographics under the Insurance tab.

  - **Waiting for Coding -** Follow-up with coding.

  - **Insurance is Not Complete** – Need to set the status in the Balance Tab to "complete" for primary health plan so the self pay health plan can generated.

Identifying SF1080s Encounters - DNRB– Self Pay, Not Ready to Process

- Current Responsibility is at Self Pay and no Statement Cycle.

- Workflow Tab - Reason - Insurance is not Complete

- Balances Tab – set DOD Default Professional status from Ready to Bill to Complete.

- Statement Cycle will qualify for SF1080 at end of month

Identifying SF 1080 Encounters – Self Pay, Ready to Process

- At the encounter level:
  - All Billing Holds (except for the DOD Interagency Billing Hold) and Work Items must be resolved under the Billing Hold and Workflow Tabs.
  - At the Balances tab all charges must roll to the Self Pay Financial Class.
- This allows the creation of the SF1080 and DD7 within the SF1080 Voucher Queue in Discern Reporting Portal at the end of the month.

Balances Tab – DOD Interagency Billing Hold ~ Encounter Ready for DD7-SF1080

Identifying SF1080s Encounters DNFB - Ready to Bill Statement Cycle

- In the Encounter Tab review, the Statement Cycle field states: MTF SF1080 Ready to Bill.
  - This identifies the statement has <mark>not yet been associated with a SF1080</mark> within the SF1080 Voucher Queue in Discern Reporting Portal. Will be associated at the end of the month.

- In the Statements Tab review, the Status field states: Ready to Submit.

- In the Billing Holds Tab there will be a DOD Interagency Billing Hold.
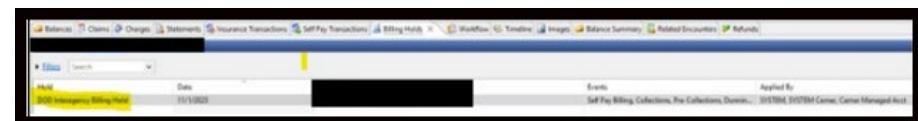
Identifying SF1080s Encounters - SF1080 Billed

- In the Encounter Tab, the Statement Cycle field states: MTF SF1080 Billed.
  - This identifies the statement has been associated with a SF1080 within Discern Reporting Portal.

- In the Statements Tab review, the Status field states Submitted.

- In the Timeline Tab review, the Comment field states Qualified for DOD Interagency Invoice

UNCLASSIFIED

SF 1080 and DD7 Creation - Discern Reporting Portal

- SF1080 Voucher Queue
  - The SF1080 Voucher Queue report is a tool for monitoring, generating, auditing, and reprinting SF1080 Interagency Billing invoices.
  - UBO staff will run this program on the first day of the month to view and print SF1080s for billing
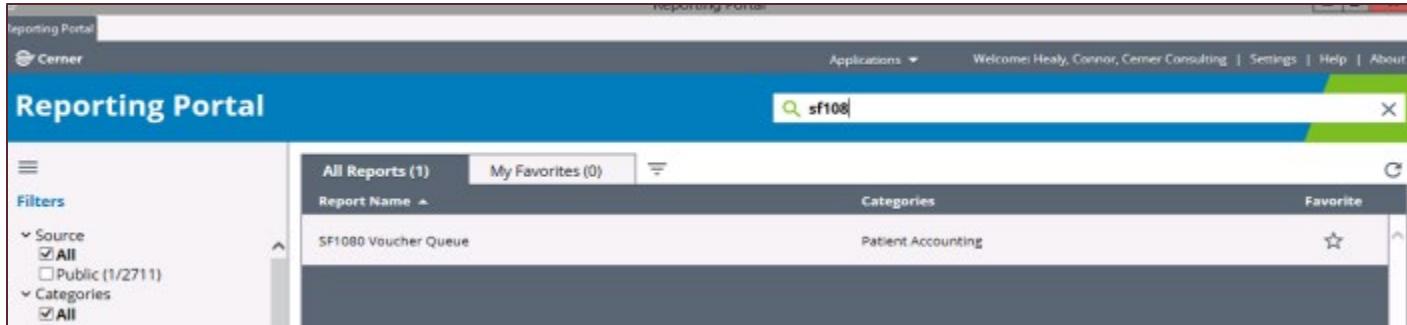
SF 1080 and DD7 Creation - Discern Reporting Portal Continued

- Generating SF 1080 Voucher.
  - Search Mode: **Date Range**
  - Begin Date and End Date:
  - Payor: **Leave Blank**
  - Billing Entity: **DMIS ID**
  - Pending: **Uncheck box**
  - Click **Execute** when filters are applied.

SF 1080 and DD7 Creation - Discern Reporting Portal Cont'd

- "**Accounting Classification**", "**Name** ", and "**Title** "are the only fields that require manual intervention to populate.

- Accounting Classification also known as LOAs

  - The path to retrieve the LOAs in ABACUS for FYs 23, 24, and 25 is as follows: ABACUS home page>Billing and Collections>Master Tables>Billing>LOA>.

- Click "**Generate**", the SF1080 invoice will open as a new window.

SF 1080 and DD7 Creation - Discern Reporting Portal Cont'd 2

- Validate the fields populated correctly and print the SF1080 along with the corresponding DD7s. Select Print Icon and print to PDF to desktop or file.

SF1080 Submission Process

- The SF-1080 and DD7 should include the name of your organization, authorization name, and signature, email address, phone number, fiscal year, dates of service, retired or active duty and your accounting information for your records. In addition, you may want to create a tracking system.
- Public Health Service
  - SF1080 and DD7 documents should be provided via DoD Safe to the following individuals:
  - PHSmedicalbilling@hhs.gov
- National Oceanic and Atmospheric Administration
  - The SF1080 and DD7 documents should be provided via DoD Safe to the following email: noaa.tricare@noaa.gov
- Submit SF1080 to both the agency and DCFM.

System Issue – "Other" Category

- A system issue has been identified with SF1080 generation.
- Category of "Other" populating in error
  - The SF1080 should reflect the appropriate category (active duty, family member, retiree, etc.)
  - USPHS will not submit payment if the SF1080 shows "other" for the Category
- An enterprise ticket has been opened to resolve this issue.
- Temporary solution:
  - Convert the voucher PDF to a spreadsheet/Excel file
  - Search patient in DEERS and add the category (active duty, family member, retiree, etc.) as a column in the spreadsheet. Include spreadsheet as an additional attachment when sending the SF1080.

Temp Work Around for PHS SF1080 Affiliation Category labeled as "Other"

- Access to GQID:
  - This involves exporting the DD7 linked to the SF1080 Voucher to an Excel Spreadsheet, filtering for entries under the Affiliation Category labeled as "Other", and then manually verifying the patients SSN in GQID to determine if the patient falls under AD FAM MBR, AD SELF, RETIRED FAM MBR, or RETIRED SELF.

- If do not have access to GQID:
  - This involves exporting the CSV linked to the SF1080 Voucher to an Excel Spreadsheet, filtering for entries under the Affiliation Category labeled as "Other", and then manually verifying the FINS in Revenue Cycle to determine if the patient falls under AD FAM MBR, AD SELF, RETIRED FAM MBR, or RETIRED SELF.

SF1080 Payments

- SF1080 Payments are received through **IPAC – Intragovernmental Payment and Collection (IPAC)**
  - IPAC payments are electronic fund transfers received from another government agency (NOAA, USPHS)

Posting SF1080 Payment – Manual Remittance

- Select Create Remittance
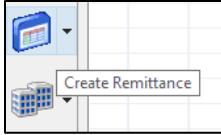
- Complete necessary fields in the Create New Remittance window
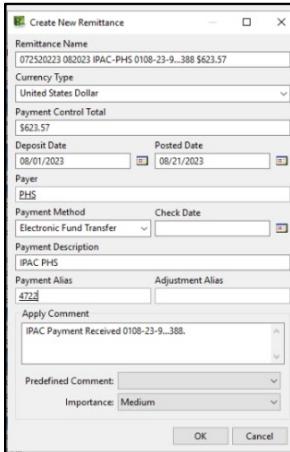
Posting SF1080 Payment – Manual Remittance Continued

- Complete the highlighted fields. The statement number is obtained from the SF1080 voucher.
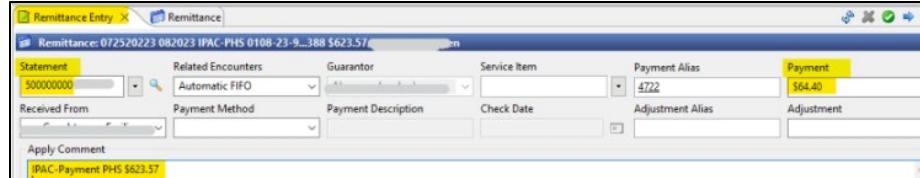
- Verify all balances are posted in the Remittance Summary tab
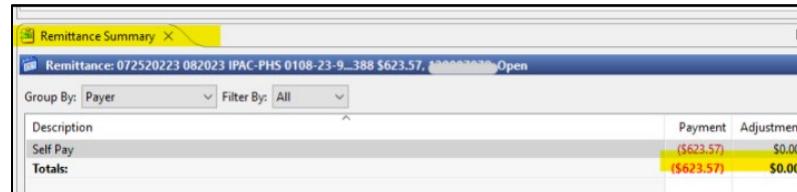
- Select the green checkmark to post

Posting SF1080 Payment – Manual Remittance

- The Self Pay Transactions tab will show the payment posted.

- The Balances tab will display zero balance, and that the payment was applied.

Resources

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Questions

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