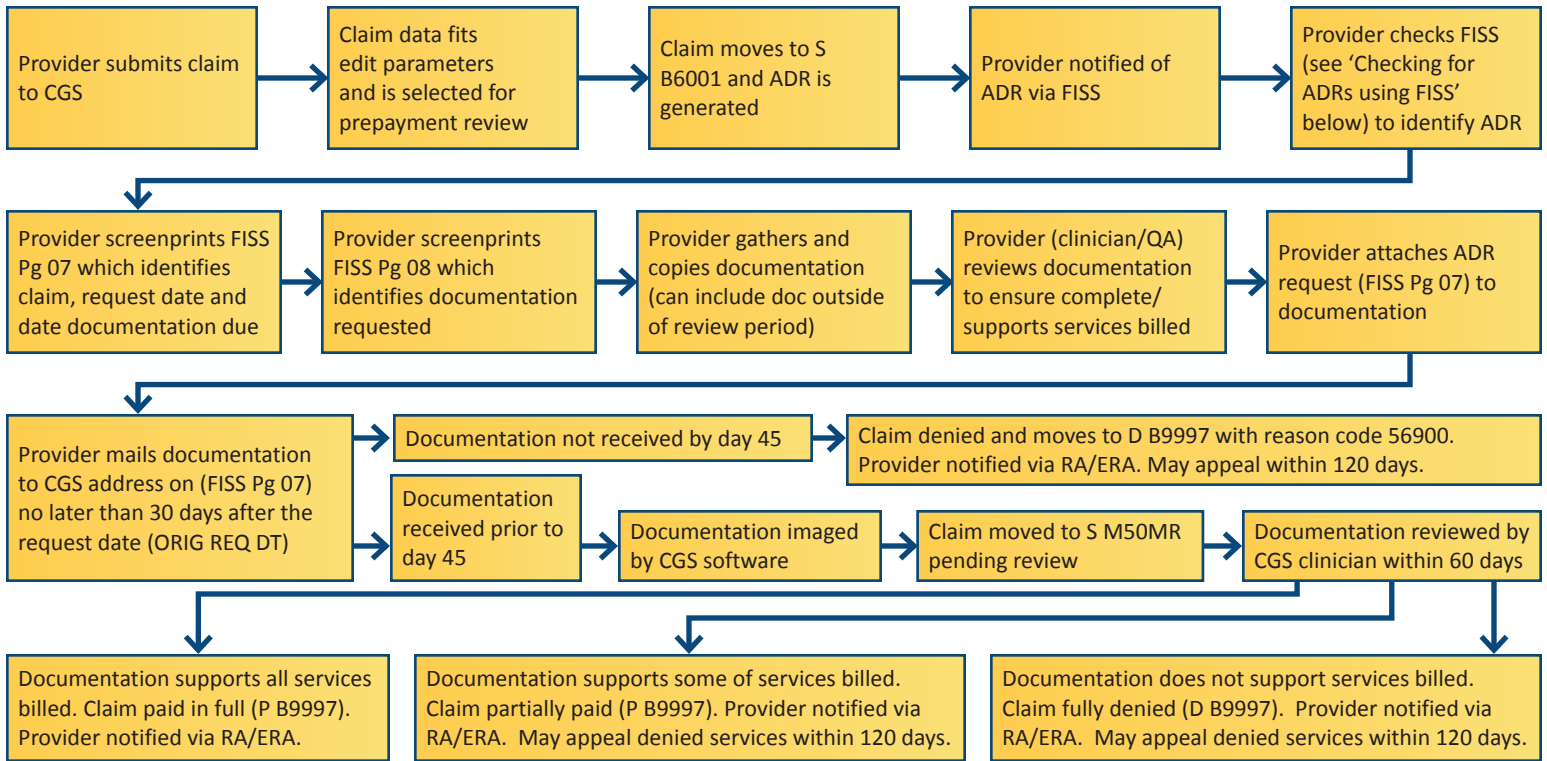


Additional Development Request (ADR) Quick Resource Tool



Checking for ADRs using FISS

Step 1	Choose FISS Main Menu option 01 (Inquiries)
Step 2	Choose FISS Inquiry Menu option 12 (Claims)
Step 3	Press 'Shift' and 'Tab' to move to the NPI field and enter your NPI number
Step 4	Tab to S/LOC field and enter 'S B6001'
Step 5	Press Enter
Step 6	ADR claims will appear
Step 7	Select each ADR claim (key 'S' in SEL field)
Step 8	Go to FISS Page 07
Step 9	Screenprint FISS Page 07
Step 10	Identify the data in the following fields: DUE DATE, HIC, PATIENT NAME, FROM DATE and THRU DATE
Step 11	Go to FISS Page 08
Step 12	Screenprint FISS Page 08
Step 13	Identify the documentation requested for the ADR
Step 14	Ensure internal processes monitor all ADRs received to ensure all requested documentation is received timely
Step 15	Attach screenprint of FISS Page 07 to top of documentation and mail to address shown on Page 07 no later than 30 days after the request date
Step 16	Monitor ADR in FISS, using option 12, to identify when documentation received (appears in S M50MR)

Recommendations

- Review chart documentation prior to sending. Ensure documentation complete and supports all services/levels of care billed.
- Ensure documentation is mailed **no later than 30 days** from the request date (FISS Page 07) to allow for mailing time, and movement of the claim to S M50MR
- If claim is denied, review FISS Page 04 for Medical Review staff remarks to identify reason for denial.
- Review denial reasons and identify action plan to prevent further denials.
- Review, assess, and implement internal processes and plans to ensure staff understands the ADR process.
- Call the CGS Provider Contact Center (PCC) with questions about ADR process or denied claims Home Health (1.877.299.4500) & Hospice (1.866.539.5592)

ADR Process Resources

- Program Integrity Manual** (CMS Pub. 100-08) Ch. 3 - <http://www.cms.gov/manuals/downloads/pim83c03.pdf>
- CMS Medicare Claim Review Programs: MR, NCCI Edits, MUEs, CERT, and RAC** booklet - http://www.cms.gov/MLNProducts/downloads/MCRP_Booklet.pdf
- FISS Guide**, Chapter 3: Inquiry Menu, *Accessing Additional Development Request Information* section - https://www.cms.gov/medicare/hhh/education/materials/pdf/Chapter3_Inquiry_Menu.pdf



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