



COMMISSIONER  
Jon Weizenbaum

August 28, 2013

To: Community Based Alternatives Home and Community Support Services Agencies  
Deaf-Blind with Multiple Disabilities Providers  
Primary Home Care Providers  
Consumer Directed Services Providers

Subject: Information Letter No. 13-52  
**Reminder for Personal Assistance Services Billing: Do Not Bill  
When a Consumer is in an Institution**

This Texas Department of Aging and Disability Services (DADS) Information Letter is being sent to remind providers how important it is to ensure that claims submitted for Personal Assistance Services (PAS) do not include any period of time (dates) when a consumer is in an institution (hospital).

The claim for services should be based on the actual days and hours that services were provided and documented on the consumer's Service Delivery Record (timesheet). Billing on the day of hospital admission or discharge should be included *only* when the consumer actually received services on the dates of admission and discharge from the hospital. ***Billing should exclude dates when the consumer was not receiving PAS.***

**Important: For adjustments to paid claims, negative bill first to correct the past claim.**

If your agency has billed and received payment for any range of dates that includes a period of hospitalization, the claim must be adjusted as follows:

- Line Item 1. Enter the line item to be adjusted as it appears on the original claim with the units as a negative (-) amount. Line item adjustments should contain the original claim information exactly as shown on the Remittance and Status Report.
- Line Item 2. Enter the adjusted line item (as a positive amount). Exclude any period of time (dates) when a consumer was in an institution. Unless services were delivered on consecutive days, more than one line item is required.

Please contact the Texas Medicaid & Healthcare Partnership at 1-800-626-4117, Option 1, with questions about claim billing and adjustments.

For additional information, refer to DADS Information Letters 07-125; 08-131; 10-16, 11-76, and 12-76. In particular, providers are referred to the August 17, 2011, DADS Information Letter 11-76, ***Personal Assistance Services (PAS) Billing Reminder: Do Not Bill When a Consumer is in an Institution***, for information on how to make adjustments to correctly reflect the actual dates that consumer(s) received PAS.

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Sanctions (i.e., recoupment, vendor hold, etc.) may be applied against an agency that bills for any period of time (dates) when a consumer is in an institution (hospital).

For questions regarding information in this letter, please contact the DADS Provider Claims Services hotline by phone at (512) 438-2200, Option 3.

Sincerely,

*[signature on file]*

James Jenkins  
Chief Financial Officer

JJ:mgm