
Payment Request for Long Term Care (25-1) Completion

Page updated: December 2023

«This manual section has been retained to provide reference to LTC-related billing instructions for dates of service prior to February 1, 2024. This manual section is not live and does not reflect current billing policy and should not be referenced when billing for dates of service on or after February 1, 2024. For current billing instructions as of February 1, 2024, refer to the appropriate manual section in the [Long Term Care Provider Manual](#).»

The *Payment Request for Long Term Care (25-1)* is used to submit claims for Nursing Facility Level A (NF-A) and Nursing Facility Level B (NF-B) services.

Most claims for these services may also be submitted through Computer Media Claims (CMC). For CMC ordering and enrollment information, refer to the *CMC* section in the Part 1 manual.

For additional billing information, refer to the *Payment Request for Long Term Care (25-1): Submission and Timeliness Instructions* and *Payment Request for Long Term Care (25-1): Tips for Billing* sections in this manual.

FASTEN
HERE

1 CLAIM CONTROL NUMBER FOR F.I. USE ONLY

1

DO NOT STAPLE IN BAR AREA

PROVIDER'S NAME, ADDRESS, ZIP CODE

1A

2 Provider Number

2

128 Zip Code

PAYMENT REQUEST FOR LONG TERM CARE

STATE OF CALIFORNIA
DEPARTMENT OF HEALTH
CARE SERVICES

SEE YOUR PROVIDER MANUAL FOR ASSISTANCE
REGARDING THE COMPLETION OF THIS FORM

PLEASE TYPE ALL REQUIRED INFORMATION

← Typewriter Alignment →

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1	DELETE	PATIENT NAME	5 MEDICAL ID NUMBER	6 YR OF BIRTH	7 SEX	8 TAR CONTROL NO	9 MEDICAL RECORD NO	10 ATTED. M.D. PROVIDER NUMBER									
3	4	5	6	7	8	9	10	11	12								
11	12	13	14	15	16	17	18	18A	19	20	21						
BILLS/LIMIT EXCEPTIONS																	
2																	
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4																	
BILLS/LIMIT EXCEPTIONS																	
5																	
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6																	
BILLS/LIMIT EXCEPTIONS																	
117	118	119	PLEASE DO NOT MARK IN SHADED AREAS						120	121	122	123	124	125	126	127	128
F.I. USE ONLY																	

EXPLANATIONS: (REFERENCE SPECIFIC AREAS)

126A

127

THIS IS TO CERTIFY THAT THE INFORMATION CONTAINED ABOVE IS TRUE, ACCURATE, AND COMPLETE AND THAT THE PROVIDER HAS READ, UNDERSTANDS, AND AGREES TO BE BOUND BY AND COMPLY WITH THE STATEMENTS AND CONDITIONS CONTAINED ON THE BACK OF THIS FORM.

SIGNATURE OF PROVIDER OR PERSON AUTHORIZED BY PROVIDER TO BIND PROVIDER BY ABOVE SIGNATURE TO STATEMENTS AND CONDITIONS CONTAINED ON THIS FORM.

25-1-C 08/16

Figure 1: Payment Request for Long Term Care (25-1).

Explanation of Form Items

The following item numbers and descriptions correspond to the sample *Payment Request for Long Term Care (25-1)* claim form on the previous page for completing Medi-Cal claims and Medi-Cal Part A coinsurance and Part B crossover claims. All items must be completed unless otherwise noted in these instructions. Note that only one month's service can be billed on each line.

All instructions are applicable to both paper and CMC claims except where noted. For general paper claim and CMC billing instructions, review the *Forms: Legibility and Completion Standards* section in this manual and the *CMC* section in the Part 1 manual.

Required Claim Form Items

A quick reference of required claim form items for Medi-Cal per diem billing, Medicare Part A coinsurance and Part B deductible residual amount billing appears at the end of this section (see "Required Claim Form Items for Medi-Cal Per Diem Billing and Medicare Part A Coinsurance Billing/Medicare Table").

Note: When billing for Medicare/Medi-Cal crossover claims, follow the directions in either the *Part A Coinsurance Claim Description* or the *Part B Crossover Claim Description* column. When billing for straight Medi-Cal claims, follow the directions in the *Medi-Cal Claim Description* column.

Required Claim Form Items Table

Item	Medi-Cal Claim Description	Part A Coinsurance Claim Description	Part B Crossover Claim Description
1	Claim Control Number. For use by the California MMIS Fiscal Intermediary (FI) only. <u>Do not</u> mark in this area. A unique 13-digit number, assigned by the FI to track each claim, will be entered here when the FI receives the claim.	Same as Medi-Cal	Same as Medi-Cal
1A	Provider Name, Address. Enter your name and address. Please confirm that this information is correct before submitting claims.	Same as Medi-Cal	Same as Medi-Cal

Required Claim Form Items Table (continued)

Item	Medi-Cal Claim Description	Part A Coinsurance Claim Description	Part B Crossover Claim Description
1A	<p>Zip Code (Box 128). Enter the nine-digit ZIP code of the facility.</p> <p>Note: The nine-digit ZIP code entered in this box must match the biller's zip code on file for claims to be reimbursed correctly.</p>	Same as Medi-Cal	Same as Medi-Cal
2	<p>Provider Number. Enter your National Provider Identifier (NPI). Be sure to include all ten characters of the number.</p> <p>Do not submit claims using a Medicare provider number or State license number. Claims from providers and/or billing services that bill with anything other than an NPI will be denied.</p> <p>Note to CMC Users: Anytime a provider number is changed, a new provider application/agreement form must be submitted to the CMC unit to allow continued CMC billing using the new provider number. (For more information, refer to the <i>CMC Enrollment Procedures</i> section in the Part 1 manual).</p>	Same as Medi-Cal	Same as Medi-Cal

Required Claim Form Items Table (continued)

Item	Medi-Cal Claim Description	Part A Coinsurance Claim Description	Part B Crossover Claim Description
3	<p>Delete. If an error has been made for a particular patient, enter an “X” in this space to delete both the upper and lower line. Enter the correct billing information on another line. When the <i>Delete</i> box is marked “X”, the information on both lines will be “ignored” by the system and will not be entered as a claim line.</p> <p>Note to CMC Users: <i>Delete</i> boxes do not appear on CMC claims.</p>	Same as Medi-Cal	Same as Medi-Cal
4	<p>Patient Name. Enter the patient’s last name, first name, and if known, middle initial. Avoid nicknames or aliases.</p>	Same as Medi-Cal	Same as Medi-Cal
5	<p>Medi-Cal Identification Number. Enter the recipient ID number as it appears on the Benefits Identification Card (BIC).</p> <p>Note to CMC Users: Enter the recipient ID number with or without leading zeros.</p>	Same as Medi-Cal	Same as Medi-Cal
6	<p>Year of Birth. Enter the patient’s year of birth in a two-digit format (YY) from the BIC. If the recipient is 100 years or older, enter the recipient’s age and the full four-digit year of birth (CCYY) in the <i>Explanations</i> area (Box 126a).</p>	Same as Medi-Cal	Same as Medi-Cal

Required Claim Form Items Table (continued)

Item	Medi-Cal Claim Description	Part A Coinsurance Claim Description	Part B Crossover Claim Description
7	Sex. Use the capital letter “M” for male, or “F” for female.	Same as Medi-Cal	Same as Medi-Cal
8	<p>TAR Control Number. For services requiring a <i>Treatment Authorization Request (TAR)</i>, enter the nine-digit TAR Control Number. It is not necessary to attach a copy of the TAR to the claim. Recipient information on the TAR must match the claim. Be sure the billed dates fall within the TAR authorized dates.</p> <p>Note: Providers who obtain electronic TARs (eTARs) must enter a 10-digit TAR Control Number (TCN).</p>	Leave Blank	Leave Blank
9	<p>Medical Record Number. This is an optional field that will help you to easily identify a recipient on RADs. Enter the patient’s medical record number or account number in this field (maximum of five characters – either numbers or letters may be used). Whatever you enter here will appear on the RAD. Refer to the <i>Remittance Advice Details (RAD)</i> sections in this manual for more information.</p>	Same as Medi-Cal	Same as Medi-Cal

Required Claim Form Items Table (continued)

Item	Medi-Cal Claim Description	Part A Coinsurance Claim Description	Part B Crossover Claim Description
10	<p>Attending M.D. Provider Number. Enter the physician's NPI. Be sure the attending physician's NPI is entered on a(n):</p> <ul style="list-style-type: none"> • Admit claim • Initial Medi-Cal claim for a Medicare/Medi-Cal crossover patient • Claim when there is a change in the attending physician's provider number 	Same as Medi-Cal	Same as Medi-Cal
11	<p>Billing Limit Exceptions (Delay Reason Code). If there is an exception to the six-month billing limitation from the month of service, enter the appropriate delay reason code and include the required documentation. (See the <i>Payment Request for Long Term Care (25-1): Submission and Timeliness Instructions</i> section in this manual for a complete listing of delay reason codes). The appropriate documentation must be supplied to justify the exception to the billing limitations.</p>	Enter delay reason code number 7 in this box if the Medi-Cal claim is submitted more than six months from the month of service. Attach a copy of the Medicare EOMB/RA.	Same as Part A coinsurance.

Required Claim Form Items Table (continued)

Item	Medi-Cal Claim Description	Part A Coinsurance Claim Description	Part B Crossover Claim Description
12/13	<p>Date Of Service. Enter the period billed using a six-digit MMDDYY [Month, Day, Year] format for the <i>From</i> and <i>Thru</i> dates. Bill only one calendar month of service at a time. Be sure the authorization dates on the TAR cover the period billed. For example, April 5, 2007, is written 040507</p> <p>Note: When a patient is discharged, the thru date of service must be the discharge date. When a patient expires, the thru date of service must be the date of death.</p>	<p>Same as Medi-Cal</p> <p>Note: Dates of service reflect only those dates covered by coinsurance. No TAR required.</p>	<p>Only a one-month period may be billed on any one billing line. If the Part B Medi-Cal Crossover service involves only one day, enter the <u>same</u> date in both the <i>From</i> and <i>Thru</i> boxes. If the services were performed over a range of dates in the same month, the <i>From</i> date is the first service date and the last service date as appears on the Medicare form.</p>

Required Claim Form Items Table (continued)

Item	Medi-Cal Claim Description	Part A Coinsurance Claim Description	Part B Crossover Claim Description
14	Patient Status. Enter the appropriate patient status code from the list below:	Same as Medi-Cal	Same as Medi-Cal

Table of Patient Status Codes (Item 14)

Code	Patient Status
00	Still under care
01	Admitted
02	Expired
03	Discharged to acute hospital
04	Discharged to home
05	Discharged to another LTC facility
06	Leave of absence to acute hospital (bed hold)
07	Leave of absence to home
08	Leave of absence to acute hospital/discharged
09	Leave of absence to home/discharged
10	Admitted/expired
11	Admitted/discharged to acute hospital
12	Admitted/discharged to home
13	Admitted/discharged to another LTC facility
32	Transferred to LTC status in same facility

Required Claim Form Items Table (continued)

Item	Medi-Cal Claim Description	Part A Coinsurance Claim Description	Part B Crossover Claim Description
14	<p>The patient status code must agree with the accommodation code (that is, if the status code indicates leave days, the accommodation code must also indicate leave days).</p> <p>Note: FI does not require a copy of Form MC-171 (<i>Notification of Patient Admission, Discharge, or Death</i>) to be attached to the <i>Payment Request for Long Term Care</i> form.</p>	Same as Medi-Cal	Same as Medi-Cal
15	<p>Accommodation Code. Enter the appropriate accommodation code for the type of care billed, as listed in the <i>Accommodation Codes for Long Term Care</i> section in this manual.</p> <p>Note: FI does not require that a copy of Form HS 231 (<i>Certification for Special Program Services</i>) be attached to the <i>Payment Request for Long Term Care (25-1)</i>. Form HS 231 should be attached to the LTC TAR sent to the TAR Processing Center.</p>	Same as Medi-Cal	Leave Blank

Required Claim Form Items Table (continued)

Item	Medi-Cal Claim Description	Part A Coinsurance Claim Description	Part B Crossover Claim Description
16	<p>Primary DX (Diagnosis) Code. For claims that will be received by the FI on or after October 1, 2015, enter the appropriate ICD indicator, depending on the date of service for the claim, as an additional digit before the ICD-10-CM diagnosis code. The ICD indicator is required if a primary diagnosis code is being entered on the claim. Claims that contain a primary diagnosis code but no ICD indicator may be denied.</p> <p>Enter the Primary ICD-10-CM diagnosis code (<i>International Classification of Diseases – 10th Revision, Clinical Modification</i>) for the following:</p> <ul style="list-style-type: none"> • Admit claims • Initial Medi-Cal claim for Medicare/Medi-Cal crossover patient • Change in diagnosis <p>Note: ICD-10-CM coding must be three, four, five, six or seven digits with the fourth through seventh digits included if present. The vertical line serves as the decimal point. Do not enter the decimal point when entering this code.</p>	Same as Medi-Cal	Leave Blank

Required Claim Form Items Table (continued)

Item	Medi-Cal Claim Description	Part A Coinsurance Claim Description	Part B Crossover Claim Description
16	Current copies of the ICD-10-CM diagnosis codes may be ordered from: PMIC 4727 Wilshire Blvd., Suite 300 Los Angeles, CA 90010 1-800-633-7467	Same as Medi-Cal	Leave Blank
17	Gross Amount. When billing for full Medi-Cal coverage, compute the gross amount by multiplying the number of days times the appropriate Medi-Cal daily rate for the accommodation code listed. When entering the gross amount, do not use symbols (\$) or (.). Use this method in entering all dollar amounts on the <i>Payment Request for Long Term Care</i> (25-1) form.	Multiply the per diem rate allowed by Medicare, times the total coinsurance days being billed and enter the total.	Enter the amount <u>allowed</u> by Medicare for these services directly from the Medicare EOMB/RA.

Required Claim Form Items Table (continued)

Item	Medi-Cal Claim Description	Part A Coinsurance Claim Description	Part B Crossover Claim Description
18	<p>Patient Liability/Medicare Deduct. Enter the recipient’s net Share of Cost (SOC) liability. The recipient’s net SOC liability is the amount billed to the recipient. The recipient’s net SOC liability is determined by subtracting from the recipient’s original SOC (listed on the Medi-Cal eligibility verification system) the amount expended by the recipient that qualifies under Medi-Cal rules to reduce the patient’s SOC liability.</p> <p>For continuing recipients, such qualifying expenditures will generally be those for necessary medical or remedial services or items “not covered” by Medi-Cal. A description of non-covered services is included in the <i>Share of Cost (SOC): 25-1 for Long Term Care</i> section of this manual.</p>	<p>Same as Medi-Cal, if recipient has no SOC, enter “000” in this field. Do not leave blank.</p>	<p>Medicare deductible: For a Part B crossover claim, this field is for Medicare deductible information only. Enter the deductible found on the Medicare EOMB/RA. If the Medicare deductible has already been met, leave this area blank.</p>

Required Claim Form Items Table (continued)

Item	Medi-Cal Claim Description	Part A Coinsurance Claim Description	Part B Crossover Claim Description
18	<p>The Patient Liability (SOC) entered in this box must agree with the "Total SOC Deducted from LTC Claim" entered on the <i>DHS 6114</i> form, <i>Item 15</i>. (See the <i>Share of Cost [SOC]: 25-1 for Long Term Care</i> section in this manual for an example).</p> <p>When billing the recipient for less than the SOC amount indicated by the Medi-Cal eligibility verification system, show why in the <i>Explanations</i> area.</p> <p>The Patient Liability (SOC) amount is deducted from the amount billed to Medi-Cal.</p>	<p>Same as Medi-Cal, if recipient has no SOC, enter "000" in this field. Do not leave blank.</p>	<p>SOC: For Part B crossover claims, do not show SOC (patient liability) information in this box. When the Medi-Cal eligibility verification system shows the recipient has an SOC, enter that information in the Explanations area of the claim. Refer to the Medicare/Medi-Cal Crossover Claims: Long Term Care Billing Examples section in this manual for a sample.</p>
18A	<p>Medicare Type. Leave blank for Medi-Cal-only claims.</p>	<p>Enter the capital letter "A" to indicate that the claim is for a Part A coinsurance billing.</p> <p>Note: A copy of the Medicare EOMB/RA must be attached to the Payment Request form.</p>	<p>Enter the capital letter "B" to indicate that the claim is for a Part B coinsurance billing.</p> <p>Note: A copy of the Medicare EOMB/RA must be attached to the Payment Request form.</p>

Required Claim Form Items Table (continued)

Item	Medi-Cal Claim Description	Part A Coinsurance Claim Description	Part B Crossover Claim Description
19	<p>Other Coverage. Enter the amount paid by other insurance carrier(s) for the period billed, if applicable. Other Health Coverage (OHC) includes insurance carriers as well as Prepaid Health Plans (PHPs) and Health Maintenance Organizations (HMOs) that provide any of the recipient's health care needs.</p> <p>Note: If the Medi-Cal eligibility verification system indicates a scope of coverage code "L" for the recipient, providers must bill other insurance carriers prior to billing Medi-Cal. For more information about OHC, refer to the <i>Other Health Coverage (OHC)</i> section in this manual.</p>	Enter the amount actually paid by the Medicare intermediary for the coinsurance days being billed. Attach a copy of the EOMB/RA to the Payment Request form.	<p>Enter the amount Medicare paid for service(s) as shown on the EOMB/RA. Attach a copy of the EOMB/RA to the Payment Request form. Do not attach a copy of the <i>UB-04</i>.</p> <p>If there is a "contract adjusted amount" on the EOMB/RA, add this figure to the Medicare paid amount and enter the total in the <i>Other Coverage</i> field.</p>
20	<p>Net Amount Billed. Enter the amount requested for this billing. To compute the net amount, subtract patient liability and OHC (if any) from the gross amount billed. If the net amount billed computes to \$0.00, enter the amount as "0000." Do not leave blank. (Gross Amount – Patient Liability = Net Amount).</p>	Enter the amount billed to Medi-Cal (coinsurance) as shown on the EOMB/RA from the Medicare intermediary, less any patient liability applied to this billing line.	Enter the portions to be billed to Medi-Cal (coinsurance plus any Medicare deductible as shown on EOMB/RA from the Medicare intermediary, minus any patient liability as shown in the <i>Explanations</i> area).

Required Claim Form Items Table (continued)

Item	Medi-Cal Claim Description	Part A Coinsurance Claim Description	Part B Crossover Claim Description
21	M.D. Certification. Not required.	Not required.	Not required.
22 thru 116	Additional Claim Lines. The Payment Request form may be used to bill services for as many as six patients. Bill only one month's services on each line.	Same as Medi-Cal.	Same as Medi-Cal.
117	<p>Attachments. Enter an "X" if attachments are included with the claim. Leave blank if not applicable.</p> <p>Reminder: If this box is not marked, attachments may not be seen by the examiner, which may cause the claim to be denied.</p> <p>Note to CMC Users: This box does not appear in the CMC 02 local format. Claims that require certain documentation (Medicare EOMB/RA, proof of denial from other coverage, etc.) must be submitted hard copy, or electronically, using the ASC X12N 837 v.5010 Institutional format. However, some documentation (for example, detailed SOC expenditures) can be entered in the CMC <i>Remarks</i> area.</p>	Same as Medi-Cal.	Same as Medi-Cal.

Required Claim Form Items Table (continued)

Item	Medi-Cal Claim Description	Part A Coinsurance Claim Description	Part B Crossover Claim Description
117	For more information regarding attachment submission, refer to the "Computer Media Claims" information in the <i>Electronic Methods for Eligibility Transactions and Claim Submission</i> section in the Part 1 provider manual.	Same as Medi-Cal.	Same as Medi-Cal.
118	Provider Reference No. Enter any number up to seven digits to identify this claim form in your filing system. Any combination of alpha or numeric characters may be used. This number will be referenced by the FI on any forms sent to you that pertain to the billing data on the form. It will not be included on the RAD.	Same as Medi-Cal.	Same as Medi-Cal.
119	Date Billed. In six-digit format, enter the date the claim is submitted for Medi-Cal payment.	Same as Medi-Cal.	Same as Medi-Cal.
120 thru 126	FI Use Only. Leave blank	Same as Medi-Cal.	Same as Medi-Cal.
126A	Explanations. Use this area for procedures that require additional information or justification. It is essential to clearly indicate the billing line number in this area.	Same as Medi-Cal. Use for explanations of SOC adjustments.	Same as Medi-Cal. Enter Medi-Cal SOC amount here.

Required Claim Form Items Table (continued)

Item	Medi-Cal Claim Description	Part A Coinsurance Claim Description	Part B Crossover Claim Description
126A	<p>Note to CMC Users: <i>Explanations</i> information can also be submitted on a CMC format. CMC providers using the CMC 02 local format may use the optional <i>Remarks</i> area for claims that require additional information or justification. CMC providers may call 1-800-541-5555 for help in using the <i>Remarks</i> area.</p>	Same as Medi-Cal. Use for explanations of SOC adjustments.	Same as Medi-Cal. Enter Medi-Cal SOC amount here.
127	<p>Signature Of Provider Or Person Authorized By Provider (Representative). The claim must be signed and dated by the provider or a representative assigned by the provider. Use <u>black</u> ballpoint pen only.</p> <p>An <u>original</u> signature is required on all paper claims. The signature must be written, not printed. Stamps, initials or facsimiles are not acceptable. The signature does not have to be on file at the FI.</p> <p><u>Note to CMC Users:</u> CMC claims do not require signatures. However, a signed <i>Claim Certification and Control Sheet</i> (Form 80-1) is required with each tape submission. (For more information, refer to the <i>CMC</i> section in the Part 1 manual).</p>	Same as Medi-Cal.	Same as Medi-Cal.

**Required Claim Form Items for Medi-Cal Per Diem Billing and
Medicare Part A Coinsurance Billing/Medicare Table**

Claim Form Item	Medi-Cal Per Diem	Part A Coinsurance	Part B Crossover
<i>Delete Box</i>	When Necessary	When Necessary	When Necessary
<i>Patient Name</i>	Required	Required	Required
<i>Recipient ID Number</i>	Required	Required	Required
<i>Year of Birth</i>	Required	Required	Required
<i>Sex</i>	Required	Required	Required
<i>Tar Control Number</i>	Required	Leave Blank	Leave Blank
<i>Medical Record Number</i>	Optional	Optional	Optional
<i>Attending M.D. Number</i>	Required for Admit/Change	Required for Admit/Change	Required
<i>Delay Reason Code</i>	When Necessary	When Necessary	When Necessary
<i>Date of Service</i>	Required	Required	Required
<i>Patient Status</i>	Required	Required	Leave Blank
<i>Accommodation Code</i>	Required	Required	Leave Blank
<i>Primary DX Code</i>	Required for Admit/Change	Required for Admit/Change	Required
<i>Gross Amount</i>	Required	Required	Required
<i>Patient Liability/Medicare Deduct</i>	Medi-Cal Liability Share of Cost (SOC) Amount or "0". Do not leave blank.	Medi-Cal Liability (SOC) when not zero.	Medicare Deductible Only. Enter SOC in <i>Explanations</i> are of claim.
<i>Medicare Type</i>	Leave blank	Required (A)	Required (B)
<i>Other Coverage</i>	Blank Unless Other Health Insurance Billed	Required	Required
<i>Net Amount Billed</i>	Required	Required	Required

Legend

Symbols used in the document above are explained in the following table.

Symbol	Description
«	This is a change mark symbol. It is used to indicate where on the page the most recent change begins.
»	This is a change mark symbol. It is used to indicate where on the page the most recent change ends.