

HDIS

Health Department Information System

Helping You...Help Others

Immunizations

Covid Details & Procedures

User Manual



The Baldwin Group, Inc.

7550 Lucerne Drive

Suite 306

Cleveland, OH 44130

(440) 891-9100

FAX (440) 891-9458



Copyright © 1996 - 2022

The Baldwin Group, Inc.

ALL RIGHTS RESERVED

HDIS are trademarks of The Baldwin Group, Inc.

No part of this publication may be stored in a retrieval system, transmitted, or reproduced in any way, including but not limited to photocopy, photograph, magnetic, or other record, without the prior agreement and written permission of The Baldwin Group, Inc.

Windows® and MS-DOS® are registered trademarks of Microsoft Corporation.

Other trademarks are owned by their respective companies.

Disclaimer

All data examples containing personal names, company names (or companies), vehicle information, or locations that appear in this guide are fictitious in nature and do not refer to, or portray, in name or substance, any actual names, organizations, entities, or institutions. Any resemblance to any real person (living or dead), organization, entity, or institution is purely coincidental.

Contents

Overview.....1

New Covid Specific Data Details1

Tracking Population / Occupation (TPO).....2

 Updating HDIS with New Population / Occupation Specifications.....3

Pandemic Vaccine Funding Specification3

Admin Fee Codes for Insurance Billing4

Covid Details in Main Data.....6

 Tracking Population / Occupation6

 Proof of Vaccination Card8

 Editing of Ethnicity Detail.....9

 Impact SII9

 Vaccine Accountability.....10

 Insurance Billing for Admin Charges10

Overview

With the distribution of vaccines for the Covid-19 disease to health care facilities to be administered to people in designated groups, the Ohio Department of Health is requiring the Tracking Population / Occupation for the people that receive the Covid vaccinations.

Additionally, the submission of claims for the Covid-19 vaccinations to Insurance Carriers is requiring a custom code for the charge pertaining to administering the Covid vaccine, separate from the standard admin fee code.

The details about the modifications pertaining to Covid-19 in Tracking Population / Occupation and the custom codes for billing insurance are discussed in this document.

Vaccine Details

The Covid vaccine related data details were implemented in HDIS version 6.95.6

The details include the CPT / CVX codes used for submitting claims to the Insurance Carriers and Upload to Impact Siis. Additionally, the Drug Manufacturers list is updated with new manufacturers that are producing the Covid Vaccines.

If your HDIS system does not show the Covid related details, you will need to apply the HDIS Upgrade to version 6.95.7 which will perform the upgrade directly from version 6.95.5 to 6.95.7.

The HDIS User Manual which discusses defining the Covid related disease, vaccines, vaccine lots and vaccination details is available in the [Community & Public Health](#) section of the hdis.org web page.

New Covid Specific Data Details

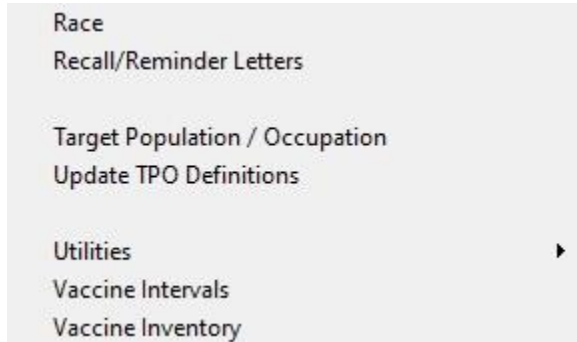
In addition to entering details of Covid vaccinations into HDIS, agencies have required additional details related to Covid vaccinations. These include:

Impact Siis	Tracking the Population / Occupation for the people that receive the Covid vaccinations Pandemic Vaccine Funding specification
Insurance Carriers Medicare/Medicaid	Specify custom codes in billing the charges for administering the vaccinations.

The data definitions of the Population / Occupation specification and the custom codes for the billing of the admin charges will be loaded into HDIS with the upgrade to HDIS version 6.95.7.

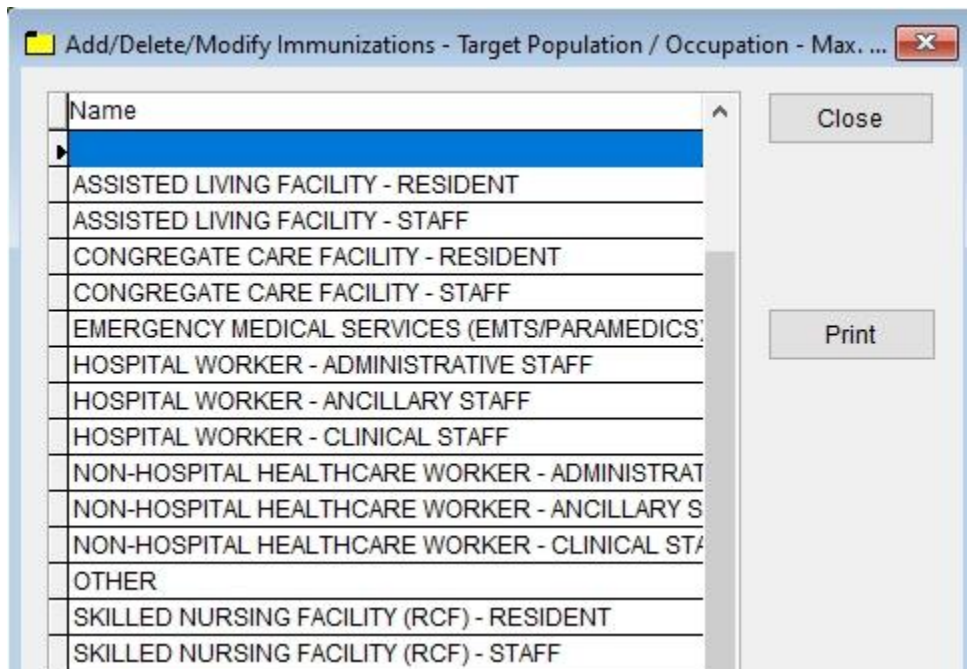
Tracking Population / Occupation (TPO)

The list of TPO selections for the Population / Occupation specification can be accessed with the **Tracking Population / Occupation** menu option of the Immunizations **Maintenance** menu. The section of the Maintenance menu with such menu option is shown below.



Target Population / Occupation menu selection

Upon selecting the **Target Population / Occupation** menu item, the screen for viewing the list of TPO definitions will be displayed, as shown below.



Track Population / Occupation maintenance screen

The functions for Adding and Deleting of **Target Population / Occupation** specifications have been removed as the definitions have been loaded with details received from the Ohio Department of Health. Therefore, the definitions are not permitted to be deleted.

Updating HDIS with New Population / Occupation Specifications

Additional groups of people will be permitted to receive the Covid vaccinations in the future.

A utility to update HDIS with the new **Target Population / Occupation** specifications, without requiring a full HDIS Upgrade, has been implemented in HDIS. The menu item for this utility is in the Immunizations maintenance menu, right below the menu item for editing **Target Population / Occupation** specifications.

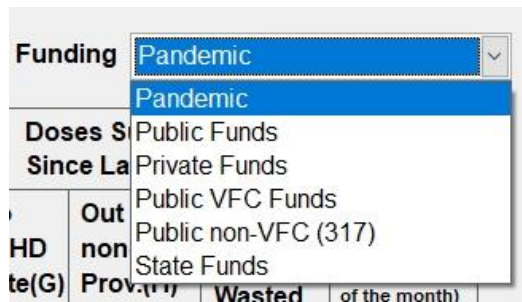
When the new groups of **Target Population / Occupation** specifications are made available to be loaded into HDIS, an instruction document for receiving and loading such details into HDIS will be provided.

Pandemic Vaccine Funding Specification

The matter of the Covid-19 pandemic has resulted in a new specification for the funding used in acquiring the Covid vaccines in inventory. The new specification is called '**Pandemic**'.

The new Pandemic funding specification will be added to the current list of funding specifications when the HDIS Upgrade to version 6.95.7 is installed.

Upon being added to the current list of funding specifications, the Pandemic selection will be available for selection for the Vaccine Funding field in the Vaccine Lot details screen, as shown below.



Pandemic Vaccine Funding specification

IMPORTANT

As the Pandemic selection was not available when the details for the current Vaccine Lots were entered, you will need to edit the details for existing vaccine lot definitions, updating the Vaccine Funding to the newly added Pandemic selection.

Admin Fee Codes for Insurance Billing

Another custom data detail implemented specifically for Covid vaccination are the codes used in billing the Admin charges for administering the Covid vaccines. The data definitions for these charges will be added to the fee codes data details when the HDIS Upgrade to version 6.95.7 is applied.

The admin fee codes are defined with the code value of the vaccine’s regular CPT code plus ‘A#’, where the ‘#’ is the vaccine dose number. For the Pfizer/BioNTech vaccine, CPT code **91300**, the admin code definitions will be **91300A1** and **91300A2**. These fee definitions will be converted to CPT codes **0001A** and **0002A**, respectively, when the Admin charge details are generated for submitting claims to Insurance Billing.

The fee code definitions are displayed below.

Fee Code	Description	Charge	Charge A	Charge B	Charge C	Charge D	Charge E	Charge F	CPT Code	CPT Mo
90460	1ST COMPONENT	25.00	25.00	25.00	25.00	25.00	25.00	25.00	90460	
90461	ADDITIONAL COMPONENT	13.00	13.00	13.00	13.00	13.00	13.00	25.00	90461	
90471	1ST COMPONENT	15.00	15.00	15.00	15.00	15.00	15.00	15.00	90471	
90472	ADDITIONAL COMPONENT	13.00	13.00	13.00	13.00	13.00	13.00	13.00	90472	
91300A1	ADM SARSCOV2 30MCG/0.3ML 1ST	16.94	16.94	16.94	16.94	16.94	16.94	16.94	0001A	
91300A2	ADM SARSCOV2 30MCG/0.3ML 2ND	28.39	28.39	28.39	28.39	28.39	28.39	28.39	0002A	
91301A1	ADM SARSCOV2 100MCG/0.5ML 1ST	16.94	16.94	16.94	16.94	16.94	16.94	16.94	0011A	
91301A2	ADM SARSCOV2 100MCG/0.5ML 2ND	28.39	28.39	28.39	28.39	28.39	28.39	28.39	0012A	
G0008	ADMINISTRATION - FLU	0.00	0.00	0.00	0.00	0.00	0.00	0.00	G0008	
G0009	ADMINISTRATION - PNEUMOCOCCAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	G0009	

Covid Vaccine Admin charge definitions

IMPORTANT

The admin charge details are loaded with charge amounts as specified by CMS for Medicare / Medicaid billing. If you want to charge different amounts, you will need to edit the fee details in the Maintenance -> Insurance Fees screen.

Due to the circumstance of specifying a custom CPT code in the claims details submitted for Insurance Billing, the editing of the Fee Code and CPT Code specifications has been disabled in the Fee Code details display, as shown below. Additionally, the amount to be charged is different for each dosage.

Fee Code	Description	Charge	Charge A	Charge B	Charge C	Charge D	Charge E	Charge F	CPT Code	CPT Modifier	ICD Code	Place of Service	Type of Service	Diagnostic code	Units	EPSDT	EPSDT2	EMG	COB	HD	Reserved	Category
91300A1	ADM SARSCOV2 30MCG/0.3ML 1ST	16.94	16.94	16.94	16.94	16.94	16.94	16.94	0001A		Z23	11			1							

Covid Admin Charge Details

Covid Details in Main Data

Tracking Population / Occupation

The selection of the Tracking Population / Occupation (TPO) specification has been implemented such that when the user enters a Covid vaccination detail, and the TPO has not yet been selected, the system will prompt the user to select the TPO specification appropriate for the client that received the vaccination.

The TPO specification is found in the Information tab of the Immunizations screen, as shown below.

The screenshot shows the 'Immunizations' screen for a patient named MCPHARLIN, TOOTSIE. The 'Information' tab is active. Fields include: ID# (081554MCPTO), Home Site (dropdown), VFC (dropdown), VFC Date (//), Code (dropdown), Had Chicken Pox (checkbox), Year & Month Had Chicken Pox (two input boxes), Had Chicken Pox Source (dropdown), Responsible for Patient Since (12/22/2020), Covid-19 Target Population / Occupation (dropdown), Date to Impact (//), Last Reminder/Recall (//), Last Updated (12/29/2020), and buttons for General Notes, Medical Notes, and recall attempts (1st, 2nd, 3rd).

TPO Specification in Information Display

Selecting the TPO Specification

The TPO specification can be selected two ways:

- Manual Selection User selects from drop down list in the Information Tab
- Vaccination Entry User selects from list displayed upon entering vaccination detail

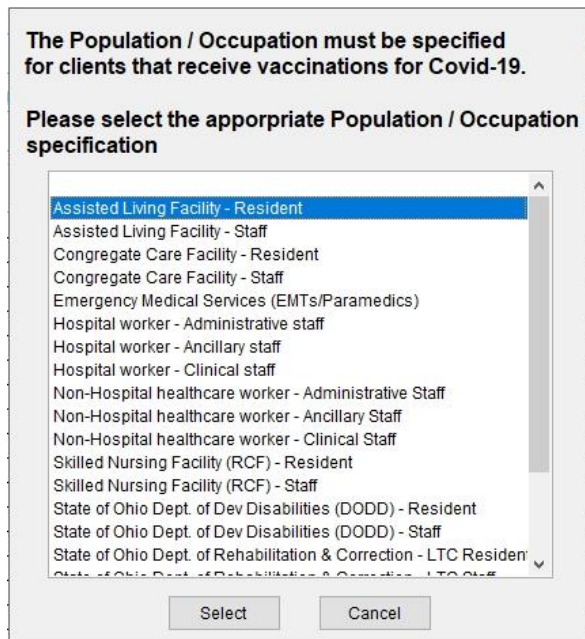
Manual Selection

Upon clicking to modify the data for a client, the Covid-19 Target Population / Occupation specification can be selected from the list displayed by clicking the down button at end of the TPO field, as shown below:

The close-up shows the dropdown menu for 'Covid-19 Target Population / Occupation'. The menu is open, showing a list of options: Assisted Living Facility - Resident, Assisted Living Facility - Staff, Congregate Care Facility - Resident, Congregate Care Facility - Staff, Emergency Medical Services (EMTs/Paramedics), and Hospital worker - Administrative staff. Below the list are checkboxes for 'Physician(s)', 'Day Care Centers', and 'Health Depart'.

Vaccination Entry

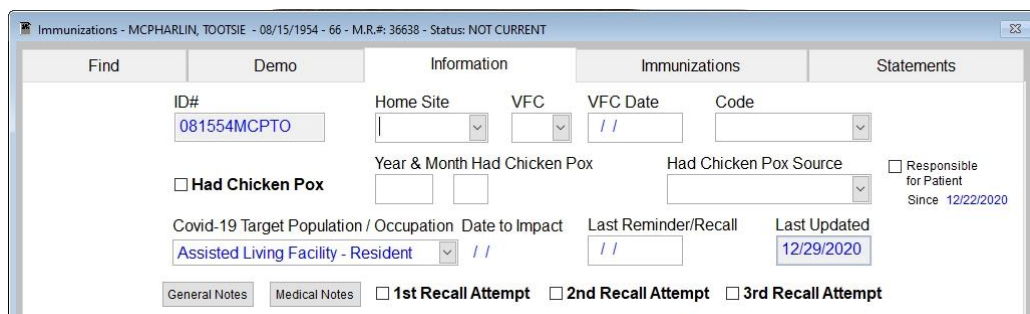
When the details of a Covid vaccination for a client are entered on the Immunization page and the TPO specification has not yet been selected, the list of TPO specifications will be displayed for the user to select. The list displayed is shown below.



TPO Selection Display

Simply click the mouse on the appropriate selection and click the Select button.

Upon selecting the TPO specification, the selected value will be updated in the TPO Specification on the Information page. The selection and saving of the Assisted Living Facility – Resident specification is displayed below.

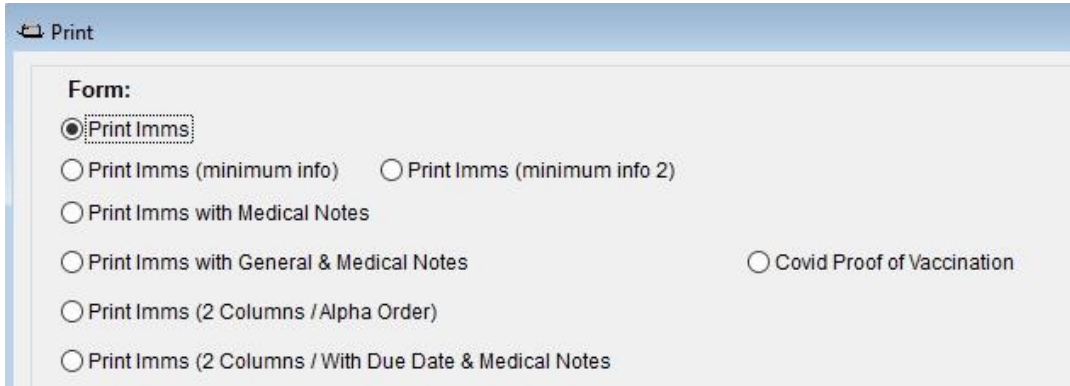


TPO Selection Saved

One additional detail is the date of record in which the TPO specification for the client was submitted to Impact Siis, along with the detail of the Covid vaccination, in the Upload to Impact process.

Proof of Vaccination Card

The function of printing details of Covid vaccination(s) onto Proof of Vaccination cards issued by the CDC has been provided. The function for printing the Proof of Vaccination card is provided in the Print screen of the Health Services screen. A snapshot of the print screen showing the Proof of Vaccination option is shown below:



Print Screen with Covid Proof of Vaccination option

The output of the Covid Proof of Vaccination will provide the details to fill in the boxes on the Proof of Vaccination card. An example showing the output of the printing is shown below:



Output for Printing Proof of Vaccination

NOTE: The template for printing the Proof of Vaccination is designed with the cards inserted in the printer with the upper left corner in the same position as that of regular letter paper. As alignment of printer heads may not be such that details on card align with the associated areas on the card perfectly. Modifications may be necessary.

Editing of Ethnicity Detail

The editing of the Ethnicity specification for each client has been added to the Patient Demographics page, next to the Race specification on the second row of details, as shown below.

Date of Birth	Age as of Today	Sex	Race	Ethnicity	Social Security #
01/28/2019	23M	M		<input checked="" type="radio"/> Hispanic <input type="radio"/> Not Hispanic <input type="radio"/> Not Specified	- -

Ethnicity Selection in Patient Demographics Details

Simply click the appropriate selection for the client.

Impact SIIS

After entering the details of the Covid vaccination and specifying the TPO for the client receiving the vaccination, the details for the vaccination **and** the TPO specification will be included in the data extracted and uploaded to Impact SIIS.

If the TPO was not specified at the time of the first Covid vaccination, and has not been manually edited in the Information tab, the system will prompt user for the TPO specification when the second Covid vaccination is entered.

When a Covid vaccination is extracted to be uploaded to Impact SIIS, if the **Date to Impact** value is empty then the TPO specification will be uploaded with the Covid vaccination details.

Upon uploading the TPO specification with the Covid vaccination to Impact Siis, the date which the TPO specification was sent to Impact Siis will be updated. This **Date to Impact** value is displayed next to the TPO specification on the Information tab.

REMINDER

With the large number of vaccination details to be extracted and uploaded to Impact SIIS, be sure to provide a few minutes for the upload to complete before exiting the upload screen in the PHC Hub portal.

Vaccine Accountability

With quantity of vaccine provided in the vials, typically 10 doses, such that an extra dose is available, you will need to create a transaction detail for the vaccine lot to add the additional dose(s) to the overall inventory for the lot. This will insure that the balancing of total doses administered from the lot against the total number of doses available for the lot does not result in a negative balance.

Insurance Billing for Admin Charges

As discussed earlier, the admin charges for the Covid vaccinations are to be billed separately from all other vaccinations with custom codes specified in the charge details.

The line item charges for the Covid vaccination and Admin charge are processed individually, separate from all other vaccinations, even when the vaccinations are administered the same day. Below is an example of the line-item charge details per a client receiving the Covid, Pneumonia and Shingrix vaccines at the same time.

98765432198	ML.5								
12 28 20 12 28 20 71		91301	A	0.00	1		1234567890		
12 28 20 12 28 20 11		0011A	A	16.94	1		1234567890		
00064963410	ML.5								
12 28 20 12 28 20 71		90736	A	0.00	1		1234567890		
00006494300	ML.5								
12 28 20 12 28 20 71		90732	A	90.00	1		1234567890		
12 28 20 12 28 20 71		90471	A	15.00	1		1234567890		
12 28 20 12 28 20 11		90472	A	13.00	1		1234567890		

[Insurance Billing example for Covid vaccinations](#)

You can see that the Covid vaccination (CPT code 91301) and the associated Admin charge (CPT code 0011A, per second dose) are listed separately from the Pneumonia (code 90732) and Shingrix (code 90736) vaccines and that the admin charges for the Pneumonia and Shingrix vaccine are listed separately (codes 90471 and 90472).