



## Vaccination Setup for Billing

### Setup – Vaccine Services

This is where we capture information needed for vaccine administration, including rate, type of vaccine being given, CPT, etc. This is the best place to start setting up your vaccination information.

#### Vaccine Service Tab

- **Description:** What type of vaccine is this? Examples: Administration (Injection), Administration (Oral), Moderna COVID Vaccine Admin, etc.
- **Vaccine type:**
  - Injection – Vaccine administration for a single injection vaccine, or when given in a series of vaccinations in a single activity/visit.
  - Oral/Intranasal – Vaccine administration for a single oral or intranasal vaccine, or when given in a series of vaccinations in a single activity/visit.
  - Injections in subsequent visits – This is when a vaccination is given in a series, over multiple activities/visits. Example would be for COVID vaccinations which may have up to three doses.

Please note that in the backend of Nightingale Notes, in the Vaccines table, a vaccine is typically assigned a **Vaccine type**, and when this is the case, you cannot use a **Vaccine type** that is inappropriate for the vaccine. Example would be that Rotavirus has a **Vaccine type** of “Oral/Intranasal,” so you would not be able to set up a Rotavirus vaccine in the **Supplies** screen and then choose a **Vaccine service** that has a **Vaccine type** of “Injection.”

#### Rates Tab

- **Description:** Can be the same as **Vaccine Service**, unless there are two rates set up with the same pay source, such as in the special setup required for Medicare Flu and Pneumonia mentioned below.
- **Default rate:** Check the Default rate box if the rate, CPT and other information is the same for multiple payers. When this is done, the **Pay source** dropdown field will disappear. Uncheck the box to see the **Pay source** field again.
- **Pay source:** If setting up a rate for a specific pay source, select a value from the **Pay source** dropdown.
- **Effective on:** Effective date of rate.
- **Initial rate:** Add the rate for the first vaccine
- **Subsequent rate:** You can leave this field blank if the rate for all subsequent vaccines given is the same as the initial rate or put in the appropriate rate.

- **Third rate:** If the vaccine type is “Injections in subsequent visits,” a **Third rate** field becomes available, and you can enter the rate used for booster vaccinations, if different from the initial rate or subsequent rate.
- **Discount:** If a discount is to be used, it can be entered here.
- **CPT/HCPCS code:** Enter the CPT code for the first vaccine administration given.
- **Subsequent CPT/HCPCS code:** Enter the CPT for subsequent vaccine administration.
  - When **Vaccine type** is “Injection” – Example would be that you would enter 90472, if 90471 is listed in the **CPT/HCPCS code** field.
  - When **Vaccine type** is “Injections in subsequent visits” – Example would be that you would enter 0012A for a Moderna second dose vaccine administration when 0011A was entered for the Moderna first dose.
- **Third CPT/HCPCS code:** If the **Vaccine type** is “Injections in subsequent visits,” a **Third CPT/HCPCS code** field becomes available. It is recommended that you add the CPT for the third dose administration here, but not a booster. See further information regarding this below in the section on “Recommended Setup for COVID Vaccinations.”
- **Modifiers:** Add any needed modifiers
- **Revenue code:** Add, if needed
- **Diagnosis for admin code pointer:** You only need to list a diagnosis code here if the diagnosis that is needed for the vaccine administration is different than what is set up in the vaccine supply.
- **CPT/HCPCS Codes for this rate:** This may be filled in, if necessary, to further tie a vaccine service rate to the vaccine added to the client’s **Supplies** tab. This is not usually needed, except when more than one vaccine service rate may be set up for a particular pay source, as in the case of Medicare influenza and pneumonia rates. (See below.)

## Special Setup for Medicare Flu and Pneumonia

You can set up a default rate, as well as rates for particular pay sources, like you can for **Service Rates** and **Supply Rates**. However, in those screens, you would only be able to add a rate for a particular pay source one time. For **Vaccine Service Rates**, you can set up a rate for a single pay source multiple times. This is so that you can add rates for Medicare flu and pneumonia administration CPT codes. To do this, the pay source can be the same, but the description must be different.

Within the **Vaccine Service Rate** tab for “Medicare Flu,” you’ll want to add the G0008 HCPCS code, with no subsequent code listed. You should not add the G0009 code for “Medicare Pneumonia” to this same screen. It should be set up as a separate rate.

The other special setup for Medicare Flu and Pneumonia is at the bottom of the **Vaccine Service Rate** screen, in the **CPT/HCPCS Codes for this rate** field. To ensure that the correct vaccine administration CPT code is pulled into the client’s record, you’ll want to add the vaccine CPT codes that should match the administration CPT code. For example, if you are creating the **Vaccine Service Rate** for Medicare Flu, then add any flu vaccine CPT codes that you will be giving to this field.

To summarize, you can set up a **Vaccine Service** for injections that has a **Vaccine Service Rate** screen set up with the **Default rate** box checked and the standard 90471 and 90472 CPT codes, then a separate Vaccine Service Rate screen for Medicare Flu, where you include your Medicare pay source and the

G0008 HCPCS code in the CPT/HCPCS code field and add the CPTs that are included in your vaccine **Supply Rates** screen to the **CPT/HCPCS Codes for this rate** field. If you give Pneumonia shots, add a **Vaccine Service Rate** for Medicare like you do for flu.



TIP: When updating influenza or other vaccines that you use the special setup above, don't forget to update the **CPT/HCPCS Codes for this rate** field with the new CPT codes.

## A Note About the Use of “Injections in Subsequent Visits” Vaccine Type

When a vaccine is being used for a client that has a **Vaccine Service** with the **Vaccine type** of “Injections in subsequent visits,” the vaccination workflow you use determines how Nightingale Notes decides whether to use the initial or subsequent CPT code for the vaccine that was given.

- **If the vaccine is first entered in the client's *Immunizations* tab**, then Nightingale Notes can see the client's vaccination history, as it was pulled from the state immunization registry, and we can check to see if the client has previously received the 1<sup>st</sup> or 2<sup>nd</sup> dose of the vaccine. If so, then we can determine that the dose being given currently is a subsequent dose (either 2<sup>nd</sup> or 3<sup>rd</sup> dose). The CPT for the subsequent dose will then be entered in the client's **Supplies** tab when the activity is created. Nightingale Notes will also look at the client's list of activities in Nightingale Notes to see if the vaccine was given to the client and can do the same thing. If the first dose of the vaccine does not appear in the client's vaccination history or the activity list, it's assumed that they are being given the first dose, and that is the vaccine administration CPT code that will be pulled from the **Vaccine Service Rates** screen to be used.  
**Please note:** At this time, if a COVID vaccination was received in a different state, and the registry does not note this, then the vaccine administration code that is pulled in may not be the correct admin code. If this happens, you can manually update the vaccine administration code in the client's **Supplies** tab.
- **If the client's vaccine has already been sent to the registry, and in Nightingale Notes, it's just being entered in the client's activity**, we cannot check the vaccination history, because we don't retrieve the most recent history unless the person entering the immunization activity goes to the **Immunizations** tab first. A simple way to make sure that Nightingale Notes checks the vaccination history, would be to create the activity, but then before adding the vaccination supplies, go to the **Immunizations** tab in the activity. When that tab is accessed, we will go out and look at the record in the registry and it will pull that person's history in, and then when the vaccine is added to the client's **Supplies** tab, it will pull in the correct CPT code for the vaccine administration.

## Recommended Setup for Vaccine Services

It is recommended that you keep your setup for Vaccine Services as simple as possible, so that if there is a problem with pulling the correct vaccine administration codes, it is not too difficult to find the source of the issue. Below is a sample list of current vaccine administration needed for most vaccinations (at the time of this writing).

List contains the Vaccine Services, and the rates that could be associated with them, as well as some additional notes.

Vaccine Service / Vaccine Type	Rates	CPTs to Use	CPT/HCPCS Codes for this rate
Administration (Injectable) Vaccine type: Injection	Administration (Injectable) Set up as default rate (no pay source)	90471 90472	N/A
	Administration (Injectable) – Medicare Flu Use Medicare pay source	G0008	Any current CPT codes for flu vaccines (i.e., 90682, 90662, 90694)
	Administration (Injectable) – Medicare Pneumonia Use Medicare pay source	G0009	Any current CPT codes for pneumonia vaccines (i.e., 90670, 90732)
Administration (Oral/ Intranasal) Vaccine type: Oral/Intranasal	Administration (Oral/Intranasal) Set up as default rate	90473 90474	N/A
Janssen COVID Admin Vaccine type: Injection	Janssen COVID Admin Set up as default rate	0031A	N/A
Janssen COVID Admin – BOOSTER Vaccine type: Injection	Janssen COVID Admin – BOOSTER Set up as default rate	0034A	N/A
Moderna COVID Admin Vaccine type: Injections in subsequent visits	Moderna COVID Admin Set up as default rate	0011A 0012A 0013A	N/A
Moderna COVID Admin – BOOSTER Vaccine type: Injections in subsequent visits	Moderna COVID Admin – BOOSTER Set up as default rate	0064A	N/A
Pfizer COVID Admin – Original Formulation Vaccine type: Injections in subsequent visits	Pfizer COVID Admin – Original Formulation Set up as default rate	0001A 0002A 0003A	N/A
Pfizer COVID Admin – Original Formulation – BOOSTER Vaccine type: Injections in subsequent visits	Pfizer COVID Admin – BOOSTER Set up as default rate	0004A	N/A
Pfizer COVID Admin – Tris-Sucrose Vaccine type: Injections in subsequent visits	Pfizer COVID Admin – Tris-Sucrose Set up as default rate	0051A 0052A 0053A	N/A
Pfizer COVID Admin – Tris-Sucrose – BOOSTER Vaccine type: Injections in subsequent visits	Pfizer COVID Admin – Tris-Sucrose – BOOSTER Set up as default rate	0054A	N/A
Pfizer COVID Admin (ages 5 to < 12)	Pfizer COVID Admin (ages 5 to < 12) Set up as default rate	0071A 0072A	N/A

## Setup – Supplies

### Supply Tab

- **Supply number** – when supplies are added to client’s **Supplies** tab, you’ll be able to search by the **Supply number**, as well as the **Vaccine**.
- **Is this supply an immunization?** – when this box is checked, a **Vaccine** field appears under the **Description** field.
- **Vaccine** – after the **Is this supply an immunization?** box is checked, when you start to key into the **Vaccine** field, the inline search field will start to autopopulate with a vaccine, from a list of vaccines in a table maintained by Champ staff. This list is updated when the CDC updates vaccinations. The vaccine name in the field is the same as the abbreviated “Vaccine Name” field on the CDC website.

- **Vaccine Service** – this field is a dropdown list which contains a list of the active vaccine services. The list will not only contain only active vaccine services, but also only those which have the same **Vaccine type** as the vaccine selected in the **Supply** tab. For example, if you are setting up a vaccine supply for “COVID-19, mRNA, LNP-S, PF, 30 mcg/0.3 mL dose,” which is a vaccine given in multiple doses on different dates, it will only list any vaccine services which have a **Vaccine type** of “Injections in subsequent visits.”
- **Vaccine information statements** – click on **Add Vaccine information statement** button to search from the available list of VISs or EUAs that apply to the vaccine supply being set up. You can add multiple VISs.
- **Agency cost** – fill in, if needed.
- **Expires on** – fill in, if needed. This is not for lot expiration date. That can be filled in on the **Supply Rate** tab.
- **Site** – fill in, if needed.
- **On hand** – fill in, if needed. You can also fill this field in for specific lots on the **Supply Rate** tab. Only fill it in here if you do not want to keep track of the supply by the lot.
- **Reorder point** – fill in, if needed.

## Supply Rate Tab

- **Default rate** – check this box if you will be using the rate information on this **Supply Rate** for more than one pay source. When this is checked, **Pay source** field will disappear.
- **Pay source** – if the rate information on this tab is for a particular pay source, select the pay source from the dropdown.
- **Suppress vaccine supply line in claim** – if you put a checkmark in this box, it will suppress the vaccine supply in the claim, but still display it in the client’s **Supplies** tab.
- **CPT/HCPCS code** – in most cases, the CPT will autofill when the **Vaccine** field is filled in on the **Supply** tab. If you believe the CPT that is autofilled is incorrect, then double-check that the vaccine name that you selected is correct.
- **Modifiers 1-4** – fill in as necessary.
- **Diagnosis** – fill with the appropriate diagnosis for this vaccine.
- **Revenue code** – fill in, if needed for the claim (Institutional).
- **Place of service** – fill this code, according to where the vaccine will be given.
- **NDC** – if an NDC is required to bill this vaccine, it can be entered. If it is, and if lot information is filled in below, the dosage amount and unit will autofill in the client’s **Supplies** tab, when the vaccine is entered. If no lot information is added, then the **Dosage amount** and **Dosage unit** fields in the client’s **Supplies** tab will need to be filled in before saving the activity, to ensure that the required NDC information is filled in for the claim.
- **Lot numbers** – fill in, if needed. Multiple lot numbers can be added. When you click on the **Add lot number** button, you will be able to fill in several fields:
  - **Lot #** - fill with the appropriate lot number.
  - **Expires on** – fill in with lot expiration date.
  - **Manufacturer** – select the appropriate manufacturer from the dropdown list
  - **Funding source** – select the appropriate funding source
  - **Dosage amount** – we are now sending dosage information
  - **Dosage unit** – send mL for dosage
  - **On hand**

- **Active?** – uncheck this field when the lot has been used up, or you are no longer going to use what is remaining
- **General ledger number** – if you need to associate a GL number with a supply, enter it here, and it can be reported on.

## Medicare Payment for COVID Vaccination Administration in the Home

There are special circumstances where you may have an opportunity to bill Medicare for an extra administration fee when the COVID vaccination is given in the home. Please read the information Medicare provides about this, on the following fact sheet ([Medicare Payment for COVID-19 Vaccination Administration in the Home](#)), as well as on the Medicare website under their COVID-19 resources, for full details about the special circumstances of this additional administrative fee.

If you can bill for some of these services, we suggest that you set up a supply for it, but do not mark the ***Is this supply an immunization?*** checkbox. Add the new M0201 HCPCS code that we have now added to Nightingale Notes in the ***Supply Rate*** screen, along with the appropriate rate and Place of Service. Name the supply something descriptive, such as “COVID Vaccine Medicare Add-on.” This is billable only with the following Place of Service codes: 04, 06, 09, 12, 13, 14, 16, 19, 22, 33, 54, 55, 56 and 60.

Then when appropriate, add this supply to the client’s activity.