

## On-Site PPS Coordinator Consultation

Although the PPS coordinator's role varies from facility to facility, this position consistently includes responsibility for collecting data for all IRF patients (including Medicare cases, which affect Medicare reimbursement and outcomes), accurately completing the IRF-PAI, and transmitting Medicare/Managed Medicare data to CMS. Whether your PPS coordinator is new to the role or has years of experience, UDSMR will customize your on-site consultation to meet the needs of your facility and set target dates to assist your organization with this position.

### Observing/shadowing day-to-day operations, and identifying the PPS coordinator's role:

- Review/Develop job description
- The referral/admission process
- Data collection and IRF-PAI completion
  - IGC and etiologic diagnosis
  - FIM® ratings
  - Comorbid conditions
  - Complications
- Transmitting data—process and timeliness
- Communicating with:
  - Physicians
  - Clinical staff
  - Medical records department
  - Billing department

### Education:

- Policies and procedures
- Rules and regulations
- FIM® ratings (accuracy and documentation)
- Coding

### Data analysis and reports:

- FIM® Change Report
- Scoring Report
- Frequency of FIM® Ratings Report
- LOS Efficiency Report
- Etiologic Diagnosis by Impairment Group Code Report

### Monitoring compliance:

- The 60% rule
- The 3-hour therapy guideline
- *Medicare Benefit Policy Manual* documentation requirements

The PPS coordinator position is vital to your team's success. PPS coordinators help support accurate and defensible IRF-PAI data, which ultimately affects an IRF's Medicare reimbursement. When you sign up for a PPS coordinator consultation from UDSMR—whether as a precursor to the PPS Coordinators Boot Camp, subsequent to the 2-day training, or as a standalone consultation—your facility will receive personalized, one-on-one attention that will help ensure that CMS's guidelines are being followed and that your facility's processes are appropriate and efficient.

To learn more, contact Carole Stickels at 716-817-7815 or [cstickels@udsmr.org](mailto:cstickels@udsmr.org).



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