Quick Reference Guide

Provider Type 12 Nursing Facilities- Bed Data

Overview

The Bed Data Screen captures the number of beds maintained and staffed for inpatients of a healthcare facility during a defined reporting period that are used for Medicare and/or Medicaid patients. The Bed Data screen in KY MPPA (Partner Portal) gathers information as reported to the Office of the Inspector General (OIG) for Medicare/Medicaid.

This document will outline the steps to complete the 1.10 Bed Data screen for Nursing Facilities, with where to retrieve bed data that has been submitted to the OIG..

The Bed Data screen (1.10) will be enabled within Partner Portal for these Provider Types only. It will be disabled for Provider Types that do not require submission of Bed Data. Additionally, the fields to be completed on the Bed Data screen will vary based on the specific Provider Type.

For more information on Bed Data requirements, refer to the Provider Type 12 summary on the Provider Enrollment web page.

Identify/Retrieve Bed Information Reported to OIG

Below is the information required from the OIG Bed letter that must be entered into Partner Portal (i.e. Nursing Services). This information is located on the second page of the letter.

OIG Letter of Approval

All information to protect identity has been removed or blurred out

We have been informed of a change in the Medicare certified beds in your facility. Effective **July 19, 2021** the facility relocated 16 existing nursing facility beds from rooms 1-16 to rooms 149-157, 159, 163-167 and 170 to create semi-private rooms. The **90** Medicare certified beds are located in rooms:

16 NF Title 18-Only beds: 149-156 (2 ea)

74 NF Title 18/19 beds: **17-40** (1 ea), 119-134 (1 ea), 137-148 (1 ea), 157 (2), 158 (1), 159 (2), 162 (1), 163-167 (2 ea), 170 (2) and **171-174** (1 ea).

Under the auspices of the Centers for Medicare and Medicaid Services, you may need to notify your fiscal intermediary, CGS, of this change. Please contact your fiscal intermediary office with any questions or concerns you may have regarding Medicare reimbursement.

Partner Portal Data Entry Screen

Select One
Brain Injury
NF/Medicaid - Title 19
NF (Medicare/Medicaid) - Titles 18 & 19
Hospital Swing

*Bed Type
NF (Medicare/Medicaid) - Titles ▾

Certified Beds ①

*Bed Effective Date
08/16/2022 ⑤

Bed End Date
MM/DD/YYYY

Rooms Prefix

From Room Number ③

To Room Number ④

Rooms Suffix

Total Rooms

Beds Per Room

Certified for Medicaid ②

Certified for Medicare ②

Certified for Either ②

Add To Grid

Exit   Back   Save & Next

Partner Portal 1.10 Completed Grid

Bed Type	Certified Beds	Beds / Rooms	Bed Effective Date	Bed End Date	From Room Number	To Room Number	Certified for Medicaid	Certified for Medicare	Certified for Either	Total Rooms
			⑤	⑥	③	④	②	②	②	①
NF (Medicare/Medicaid) - Titles 18 & 19	90		01/03/2022	12/31/2299	17	174		16	74	

Steps to enter Bed Data into Partner Portal

Bed data is entered into the Bed Data screen (1.10).

1. Click the **Add** button to add new bed information to the grid.
2. Complete all fields. (Required information fields are marked with a red asterisk *)
3. Select **Add to Grid** to save information into the grid.
4. Select **Save & Next**.

Note: When updating Bed Data during Maintenance or Revalidation, previous Bed Data information **cannot be deleted**, it must be **end dated**. After entering the end date, new Bed Data can be added. Newly added records must reflect the approval date that is listed on the OIG Bed Data Letter.

Note: For more information on using grids, check out the **Job Aid - Using Grids in KY MPPA** or the **User Guide**.

Step 1 - Select Add button

Step 2 - Data Entry

Steps 3 & 4 Add to Grid/Save & Next

Note: For more information reference the **Job Aid Filling Out The Bed Data Screen**. This along with other KYMPPA Training Materials can be located on the **KYMPPA Training webpage**.

KENTUCKY CABINET FOR
HEALTH AND FAMILY SERVICES