

# PM Update



Bringing relevant issues to practice managers

Spring 2014

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**ISMIE**  
Mutual Insurance Company  
The Physician-First Service Insurer®

## 1. Top Dates to Note for Your Practice

### Deadline extended to attest for EHR incentive program

If your physician is participating in Medicare's EHR incentive program, please note that the deadline has been extended to **March 31, 2014**, to register and successfully attest to demonstrating meaningful use of EHR systems during the 2013 reporting period. (This new deadline does not impact the *Medicaid* EHR Incentive Program.)

Payment adjustments will still be applied beginning Jan. 1, 2015, for those who have not successfully demonstrated meaningful use for the 2013 reporting year.

Physicians may submit their attestation at CMS' [registration and attestation system](#).

### Prepare now: ICD-10-CM compliance STILL mandated for October 1

No question about it. The Centers for Medicare and Medicaid Services (CMS) is racing ahead with its **October 1 implementation deadline** for ICD-10-CM.

Medical offices should take action **now** to assure readiness by the deadline. Transitioning to the new coding system will require significant training for coders, billers and medical staff. If you haven't yet, contact your software vendors to discuss what, if any, upgrades to your existing systems will be needed.

If your medical practice is not prepared to code and bill using ICD-10-CM on October 1, cash flow problems could be the result due to denials of claims coded incorrectly or incompletely. *There is no transition period; medical practices must be ready by October 1 or risk not being paid for services.*

## 2. Request an Office Assessment by April 1; Prepare with March 18 Seminar

It takes a team effort to manage the risks associated with running a medical practice, so join your physician and colleagues for [Preparing for your Practice Assessment](#), a live seminar taking place on **March 18 from 9 - 11:30 a.m. in Oak Brook**.

[An assessment](#) offers a unique opportunity to help fine-tune practice systems and reduce risk. Here's another big bonus: Policyholders who successfully complete a practice assessment may earn a 5% premium discount **for two policy years!**

[Request](#) an office assessment.

[Register today](#) for the half-day seminar; breakfast will be served.

**Please note:** An office assessment must be requested by the priority date of **April 1** to guarantee completion in 2014.

ISMIE not only offers [general office-based assessments](#) (applicable to most specialties), but also the following specialties:

- [Radiologists](#)
- [Anesthesiologists](#)
- [Pathologists](#)
- [Emergency care specialists](#)
- [Specialists who only see patients in nursing home/long term care settings](#), such as attending physicians, physiatrists, etc.
- [Specialists who only see patients in hospitals](#), such as hospitalists, neonatologists, intensivists, critical care specialists, etc.

Questions? Please contact ISMIE's Risk Management Division at 800-782-4767 ext. 3300 or [by email](#).

### Login assistance

If you are a representative requesting a username and password on a policyholder's behalf, please complete and submit the [Username and Password Request Form](#).

## 3. Grow Your Learning with Springtime Webinars

Don't miss these upcoming webinars on critical topics for your medical practice. Join the webinars online from the convenience of a conference room or right at your desk!

All webinars are scheduled from **noon to 1 p.m.** So grab your lunch and log on.

**March 28** - [Best Practices for Breach Preparedness and Breach Response](#) Learn what to do if your medical practice experiences an electronic security breach when using electronic media to communicate

with patients and other health care professionals.

**April 16** - [Meaningful Use Audits: Can Your Office Pass?](#) Learn about meaningful use audits and what triggers them.

**May 7** - [Emerging Areas of EHR Technology Liability: Will Your EHR Help or Hinder You?](#) Learn how to use and store metadata from electronic medical records to help your office provide documentation should a professional liability lawsuit arise.

Questions? Please contact the Risk Management Division at 800-782-4767 ext. 3300 or [by email](#).

#### 4. Did Your Office Receive a Gray Postcard from IDFPR?

If your physician has not completed or verified the accuracy of his or her online profile with the Illinois Department of Financial and Professional Regulation (IDFPR), he or she will be the recipient of a gray postcard.

The postcard delivers an important reminder that IDFPR will **not renew medical licenses of physicians who have not yet completed their online profile**.

*Medical licenses expire July 31, 2014.*

To complete and verify profiles, physicians may access the [profile online](#). Next, they should enter their social security number (or PIN number included on the postcard), and their Illinois physician license number. From there, complete/verify the accuracy of the profile.

If you need tech assistance, please contact IDFPR [via email](#).

#### 5. Medical Record Guidelines for 2014 - Just a Click Away

As busy practice managers, keeping up with medical record requirements that change *every* year can be overwhelming.

That's why ISMIE Mutual publishes updated legal guidelines on medical records ... each year. Here are the latest 2014 guidelines, produced in conjunction with the Illinois State Medical Society:

[Medical Record Quick Guide](#), a handy, one-page reference guide to medical record fees and retention.

[Medical Record Fees Under HIPAA and Illinois Law](#), a medical legal guideline complete with a "HIPAA Copying Charge Calculation Sheet" and a "Patient Copying Charge Notification Sheet."

[A Physician's Guide to Medical Record Access and Retention](#), helps physicians to be compliant with the law pertaining to medical record access and retention. This comprehensive brochure also offers guidelines for risk management principles concerning medical record documentation.\*

*\*While the content of the brochure is educational and informational, it is not intended to serve as legal advice.*

Questions? Please call 800-782-4767 ext. 3004 or [send an email](#).

## **6. Your 2014 Dividend Distribution Update**

For practice managers, small questions like "How much?" or "When?" can have a huge impact on the business of running a practice. So we thought we'd give you a heads up on recent changes to ISMIE's dividend distribution process for 2014.

In general, the following will apply:

A qualifying policyholder's dividend will be divided into four equal installments and be distributed to all eligible policyholders on a quarterly basis, beginning with policies that renew on or after May 1, 2014. Each dividend installment will apply to each quarterly invoice: (renewal, 2nd, 3rd and 4th).

**Reminder:** Dividend amounts are credits against future premiums only and are not refundable.

Please direct questions about dividend distribution to the Underwriting Division at 800-782-4767 ext. 3350 or [by email](#). If you utilize an insurance broker, you may also wish to contact him or her.