# Issues

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| # | Description | Assigned To | Status |
| *1* | The first name and last name of the MPSE PCPO biller go to a single 21 character field in MMIS. The first 21 characters of last name, then first name will be sent to MMIS – there are no rules limiting combined length to 21 or fewer characters. |  | Complete |
| *2* | The requirement is that when the facility location no longer provides PCA services, it should not have active PCPO billers. The rules (98 - 100) to implement this requirement are associated with UC009 Facility Locations. |  | Complete |

# Description

This use case describes managing the PCPO billers of a facility location.

A Personal Care Provider Organization (PCPO) biller is employed by the PCPO and is responsible for following the Minnesota Health Care Programs (MHCP) billing policies and procedures when billing for PCPO services. The PCPO biller must attend a "PCA Billing Lab" to learn the MHCP billing policies and procedures.

# Primary actor(s)

User

# Main flow: Add PCPO billers

## Precondition(s)

1. The provider profile is in edit mode
2. And the provider profile is for an organization
3. And the facility location is an active facility location
4. And the facility location is a PCPO facility location

## Steps

1. User invokes option to manage the PCPO billers of a facility location
2. System displays a list of PCPO billers of the facility location
3. User invokes option to add a PCPO biller to the facility location
4. User performs the following:
   1. Enters the first name, middle name, and last name, title, social security number, date of birth, email address, phone number, fax number, employment date,
   2. If the PCA biller has not attended the PCA Billing Lab, enter the date it is scheduled
   3. If the PCPO biller has attended the PCA Billing Lab and has received the certificate, enter the date it was attended and upload an image of the certificate
5. System validates the PCPO biller - see business rules 33, 34, 8, 5, 80, 81, 37, 16, 35, 55, 82, 83, 111, 112, 136, 137, 90, 91, 94, 95, 96
6. Steps 3 – 5 are repeated for each PCPO biller
7. User finishes entering PCPO billers
8. System validates – see business rule 97
9. Use case ends

## Alternate flow: Update PCPO billers not "in MMIS"

This flow begins after step 2 of the main flow.

1. User selects a PCPO biller that is not in MMIS and invokes option to update
2. Continue with step 4 of the main flow

## Alternate flow: Update PCPO billers "in MMIS" terminated less than 31 days

This flow begins after step 2 of the main flow.

1. User selects and invokes option to update a PCPO biller that is in MMIS and
   1. Has a termination date that is blank
   2. Or has a termination date that is less than 31 days in the past
   3. Or has a termination date in the future
2. User add, change, or remove the termination date
3. Continue with step 4 of the main flow

## Exception flow: Update PCPO billers "in MMIS" terminated more than 30 days

When there is a PCPO biller with a termination date more than 30 days in the past, then the system does not allow the PCPO biller to be updated.

## Alternate flow: Delete PCPO billers not “in MMIS”

This flow begins after step 2 of the main flow.

1. User selects a PCPO biller that is not in MMIS and invokes delete option
2. System deletes the PCPO biller and related information (credential, residence address)
3. Use case ends

## Exception flow: Cannot delete PCPO billers "in MMIS"

When the PCPO biller is in MMIS, then the system does not allow the PCA biller to be deleted

## Main flow: View PCPO billers

If any of the following are true, the PCPO billing information is displayed as read-only:

1. The provider profile is in view mode
2. The facility location is a closed facility location
3. The PCPO biller has a termination date that is more than 30 days in the past

# Change control

| Version | Date Revised | Revised By | Revisions |
| --- | --- | --- | --- |
| 1 |  |  | Initial draft |
| 2 | 03/25/2015 | David M | Added date attended and certificate upload based upon SME review |