

Fee Basis Setup Checklist

ACTIVITY	STATUS	RESPONSIBLE	COMMENTS
1. Make sure Central Fee, FMS, and the Health Administration Center (HAC)/CBO are aware of your activation.			
2. Make sure the Q-FEE.VA.GOV and Q-NVP.VA.GOV domains are set up in the DOMAIN file (4.2)			
3. Make sure the FEE and NVP routers are set up correctly in the TRANSMISSION ROUTER file (407.7)			
4. Check the setup of the FBAA PAID SERVER option & make sure the FEE mail group is assigned.			
5. Check to make sure IRM staff are assigned/recipients of the XQSERVER bulletin			
6. Assign staff assisting with the package setup, the Fee Basis Main Menu [FBAA MAIN MENU] and security keys: FBAA ESTABLISH VENDOR FBAASUPERVISOR. A. Enroll them in these mail groups as appropriate: FEE, FEE AUSTIN MESSAGES, FIS, FIS AUSTIN MESSAGES, NVP, and NVP AUSTIN MESSAGES.			Assign the remaining Fee staff menus options, security keys, and mail groups once all setup has been completed (closer to activation date).
7. Using option Site Parameter Enter/Edit [FBAA ENTER SITE PARAMETERS] set up all key parameters. It may be helpful to use a copy of parameters from another site as a guide.			
8. Meet with your local Fiscal staff to discuss how IFCAP 1358 obligations will be handled. Note: For			

ACTIVITY	STATUS	RESPONSIBLE	COMMENTS
the Contact Nursing Home (CNH), only 1 obligation number per month should be used.			
<p>9. Determine which Fee Basis programs/modules your site will use and what data files must be seeded prior to the activation date. These files are populated using the Fee Basis options. Discuss how and where this data can be obtained. Data files to consider:</p> <p>Fee Basis Patient (#161) Fee Basis Vendor (#161.2) Fee Basis CNH Contract (#161.21) Fee Basis CNH Rate (#161.22) Fee Basis Patient MRA (#161.26) Fee Basis Vendor MRA (#161.25) Fee Basis Letter (#161.3) VA Form 10-7078 (#162.4) Fee Basis FEE Schedule (#163.99)</p>			
<p>10. No special provisions are necessary in regards to the Medicare RBRVS Fee Schedule because the rates for all zip codes should already reside on your system</p>			
<p>11. In order to process Fee Basis FPPS EDI claims, refer to patch FB*3.5*61 for general information and instructions on setting up the HL Logical Link FBFEE-FPPS. HAC can be contacted to obtain other instructional material and access to the FPPS site.</p>			
<p>12. Log a ticket with the HAC Fee Help Desk to get FPPS set up on their end for processing EDI invoices effective on the site activation date</p>			
<p>13. Have IRM schedule the following Fee Basis background jobs in Task Manager:</p>			

ACTIVITY	STATUS	RESPONSIBLE	COMMENTS
[FB FPPS TRANSMIT] Transmit Invoices to FPPS [FBUC ABANDONED] Abandoned Unauthorized Claims Update			