INSTRUCTIONS FOR SUBMITTING ICD-9 CODE EXCLUSIONS VIA EXCEL SPREADSHEET

IMPORTANT INFORMATION

THIS PROCESS IS INTENDED ONLY FOR THOSE APPLICANTS WHO ARE EXPERIENCING BURDEN ISSUES WHEN ENTERING IN ICD-9 EXCLUSIONS IN SECTION B OF THE BUNDLED PAYMENTS FOR CARE IMPROVEMENT ONLINE PORTAL. APPLICANTS WHO HAVE ALREADY COMPLETED OR PLAN ON COMPLETING SECTION B OF THE ONLINE APPLICATION PORTAL WITHOUT ISSUE DO NOT NEED TO TAKE ANY ACTION.

General Information

What if I have already completed Section B in the online application portal?
- If you have already completed Section B in the online application portal, you do not need to submit a Microsoft Excel spreadsheet.

What if I have started entering ranges of ICD-9 exclusions in Section B of the online application portal but would like to submit a Microsoft Excel spreadsheet instead?
- If you have begun entering ranges of ICD-9 exclusions in Section B and you choose to attach a Microsoft Excel spreadsheet that lists ranges of exclusions, the Bundled Payments team will only process the information that was included in the Excel spreadsheet. The information that was entered in Section B in the online portal will not be used for purposes of your application.

What information should I include?
- Each spreadsheet should have the exclusions for **one proposal**. It may contain information for many episodes within that proposal.

How will I show which exclusions are Part A exclusions and which are Part B exclusions?
- Each Microsoft spreadsheet that you submit will have two tabs. The first tab will list the Part A ICD-9 exclusions for the proposal. The second tab will list the Part B ICD-9 exclusions for the same proposal.

How do I find my application/proposal/episode information?
- Contact the BPCI Applications Help Desk at bpapplications@hcmsllc.com or 1-888-340-1356 M-F 8:00AM - 5:00PM EST.

How to populate the Excel spreadsheet (NOTE: see attached template)

1. In the first column of the spreadsheet, enter in the **Application ID Number**
2. In the second column of the spreadsheet, enter in the **Proposal ID Number**
3. In the third column of the spreadsheet, enter in the **Episode ID Number**
4. In the fourth column of the spreadsheet, enter in the **ICD-9 (A or B) start range**
5. In the fifth column of the spreadsheet, enter in the **ICD-9 (A or B) end range**
6. In the sixth column of the spreadsheet, enter in the **exclusion justification**

- ICD-9 number format MUST be entered in as instructed on the online application portal. Therefore, you must use version 26. You must use a decimal point, you must include at least one number before the decimal point, you must include at least one number after the decimal point and the number must be less than or equal to 10 digits.
- Every row must be populated
- Do NOT merge any cells in the workbook
- Do NOT format any cells (no italics, no highlighting)
- Do NOT apply any formulas to any cells (no adding, subtracting)

When completed as instructed above, the file should be named ApplicationIDNumber_ProposalIDNumber_ICD9.xls (e.g. 00130000015qLjC_a0g300000078ZL3_ICD9.xls) and should be emailed to the BPCI Applications Help Desk at bpapplications@hcmsllc.com. The subject line of the email should only state the file name. There should be a separate email for each proposal.