UB04 Box 4 - Type of Bill on an institutional claim
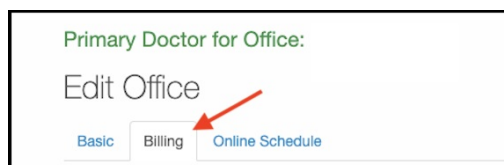
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On an institutional claim, a 4-digit code in box 4 identifies the type of facility and type of care, and the frequency code is generated based on parameters set under the office settings and attached to a patient's claim.

Facility Level

To set the information for the facility:

1. Navigate to **Account > Office > Edit > Billing > Institutional Billing**

   - Information that claims/visits specific can be entered on the appointment level. The options are available to set at a facility level to increase efficiency. Any information loaded at the claim level will override what is entered at a facility level.

   - **First digit** - Leading zero that is ignored by some payers
   - **Second digit** - Type of Facility

- 1- Hospital
- 2- Skilled Nursing Facility
- 3- Home Health
- 4- Christian Science (Hospital)
- 5- Christian Science (Extended Care)
- 6- Intermediate Care
- 7- Clinic
- 8- Special Facility
- **Third digit** - Type of Care
  - 1- Including Medicare Part A
  - 2- Medicare Part B Only
  - 3- Outpatient
  - 4- Other
  - 5- Intermediate Care - Level I
  - 6- Intermediate Care - Level II
  - 7- Intermediate Care - Level III
  - 8- Swing Bed
- **Fourth digit** - Sequence of this bill in the sequence of care (aka frequency code)
  - 0- Non-Payment/Zero Claim
  - 1- Admit Through Discharge Date
  - 2- First Interim Claim
  - 3- Continuing Interim Claim
  - 4- Last Interim Claim
  - 5- Late Charge(s) Only Claim
  - 6- First Interim Claim
  - 7- Replacement of Prior Claim
  - 8- Void/Cancel of Prior Claim

Appointment/Claim Level

To set the information on the claim level,

1. Navigate to **Billing > Live Claims Feed > Inside patient's appointment > Right side of the screen > Info tab**

- Please note any information loaded/included at the appointment level will override what has been entered for the facility under **Account > Offices**

Each drop-down will show available selections. The number that prints in box 4 on the UB04 form will populate based on the information added.