DHA UBO Webinar
Interagency Billing Process

November 2026

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Agenda

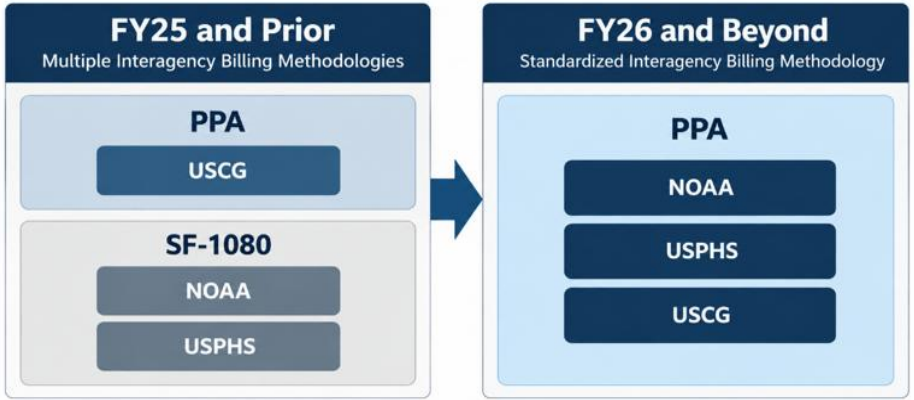
- Interagency Billing Basics
- Prospective Payment Amount (PPA) Methodology
  - Updates for FY26 and Beyond
  - Resolving NOAA & USPHS HOLD Work Items (WI)
- SF1080 Process for Interagency Billing
  - SF 1080 Introduction
  - Resources
  - SF 1080 Checklist
  - Identifying SF 1080 Encounters – Discern Reporting Portal
  - Resolving SF 1080 Work Item Queues
  - Steps for SF 1080 & DD7 Creation - Discern Reporting Portal
  - SF 1080 Submission Process
  - SF1080 Payments
  - SF 1080 Manual Remittances Entry
- Questions

Interagency Billing Basics

- Two primary Interagency Billing methodologies:
  - **PPA Methodology**
    - ✓ A centrally managed interagency agreement model that establishes a fixed annual payment in advance for expected healthcare services that is derived from historical encounter data, remitted via IPAC, and monitored through quarterly management reviews.
  - **SF 1080 Methodology**
    - ✓ A retrospective, encounter-level billing process in Revenue Cycle and the Discern Reporting Portal used to generate a DD7 line-item charge form and an SF 1080 bill after healthcare services are rendered.

PPA: FY26 and Beyond

- The U.S. Coast Guard (USCG) has operated under a PPA with the Department of War since FY 2012. The USCG PPA has provided stable and reliable reimbursement for more than a decade.
- **Starting in FY26 (10/1/25)**, payments to the Defense Health Program (DHP) for healthcare services provided by MTFs to USPHS and NOAA beneficiaries transitioned to a prospective payment model, consistent with the process currently used for USCG beneficiaries.
  - The NOAA & USPH HOLD WI queue held FY26 encounters during the transition to PPA.
  - MTF UBOs should work **both FY26 and FY27** NOAA and USPHS encounters in the queue.



- MTFs may still need to utilize the SF 1080 process for other government agencies outside of NOAA and USPHS, depending on your facility's specific agreements.

Major Changes Under PPA

- **The Core Policy Change (FY26 and Beyond)**
  - Payments for USPHS and NOAA beneficiary care now use a centrally managed PPA model, following the USCG approach.
  - MTFs **must NOT bill** USPHS or NOAA directly for beneficiary care in FY26 and beyond.
- **Centralized Processing & MTF Funding**
  - **Agreements & Collections:** DHA UBO manages interagency agreements through G-Invoicing. Funds transfer to DHA DCFM through IPAC.
  - **MTF Allocations:** DHA DCFM uses one line of accounting. Its A/R Division allocates costs monthly to MTFs.
- **Cost Modeling & Next Steps**
  - **Data-Driven Estimates:** PPA amounts use actuarial estimates based on historical electronic health record data.
  - **Continuous Review:** Quarterly reviews compare actual and estimated costs to ensure the Department of War (DoW) is accurately reimbursed.

NOAA & USPH HOLD WI: Updated Guidance

- The **“NOAA & USPH HOLD WI”** queue was created in Revenue Cycle to hold FY26 encounters for NOAA and USPHS beneficiaries.
  - These encounters were placed on hold while the necessary Revenue Cycle updates and interagency agreements were finalized to support the transition to the PPA process.
  - **Effective immediately, all MTF UBOs should work both FY26 and FY27 encounters in the NOAA & USPH HOLD WI queue.**



Working the NOAA & USPH HOLD WI Queue

1. Open the **NOAA & USPH HOLD WI** queue and select an encounter. 

2. Go to the **Registration Perspective**.
   - Verify the patient's P&HP and Financial Class are set to the new Prospective Payment P&HP.
   - Confirm the Financial Class is "**Interagency Prospective Payment**".
3. Switch to the **Encounters Perspective**.
   - Change the P&HP to the appropriate P&HP, with the Financial Class of "**Interagency Prospective Payment**".
4. Go to the **Patient Account Perspective** and select the **Workflow** tab.
   - Select **D901 – NOAA & USPH Hold WI**
   - Apply action code **D901** to send the encounter to a Complete Status queue.
   - Apply action code **D513** to resolve the Complete Status.
5. If all holds are removed, claims should generate overnight and qualify for the Interagency Prospective Payment process on the 1st of the next month.

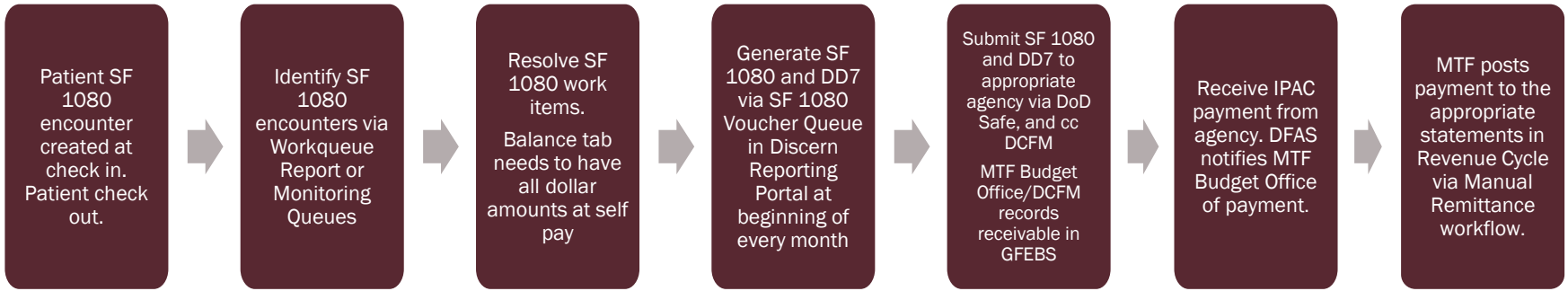
SF1080 Process for Interagency Billing

Resources

- UBO Compliance Workflows and Narratives:
  - MSA Federal Workflow
  - MSA Federal Narrative
- UBO Helpful Handout Deep-Dive Miscellaneous
- UBO Helpful Handout UBO Poster
- MHS Genesis Workflows:
  - 1DOD – Patient Accounting – SF1080 Billing Process

SF 1080 Interagency Billing Overview

- The SF 1080 process is a unique process in Revenue Cycle and Discern Reporting Portal to create a DD7 line-item charge form and a SF 1080 invoice for government interagency billing.



SF1080 Checklist

Daily:

- Review and resolve UBO Work Items in SF1080 User Group.

Weekly:

- Review DNRB – Insurance and Self Pay monitoring queues.
  - Run Revenue Cycle – Work Queue Report in Discern Reporting Portal.
  - Review encounters >30 days, Resolve discrepancies if necessary.

Monthly:

- After SF1080 OPS Job is run at beginning of month.
  - Generate SF1080/DD7 Billing to submit to payers.
- Post payments to appropriate SF1080 statements.

SF1080 Checklist (Cont.)

- Pending SF 1080s are reviewed on the first day of the month via the "SF1080 Voucher Queue" in the Discern Reporting Portal.
- Other Federal Agencies SF 1080s processed and forwarded to the agency within 7-10 days of generating in Discern Reporting Portal.
- Intra-governmental payment and collection payments received other Federal Agencies posted within 7-10 days of receipt.
- Required payment applied using appropriate Payment Alias - 4722 for Interagency Payment.

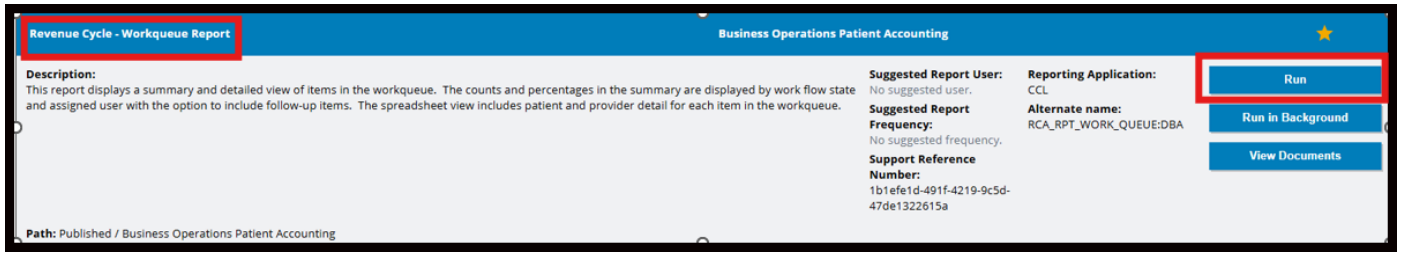
Identifying SF 1080 Encounters Revenue Cycle – Workqueue Report

This report displays a summary and detailed view of items in the work queue. The counts and percentages in the summary are displayed by workflow state and assigned user with the option to include follow-up items. The spreadsheet view includes patient and provider detail for each item in the work queue.

- Step 1: Select P0630 Discern Reporting Portal

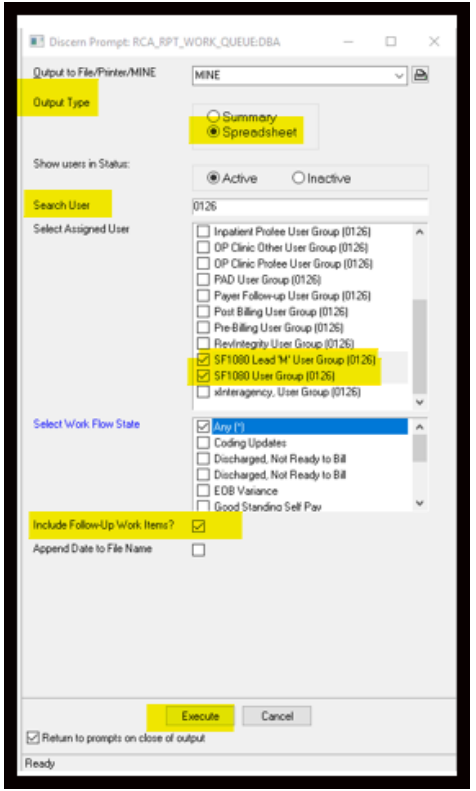


- Step 2: Select Revenue Cycle– Workqueue Report, Click Run



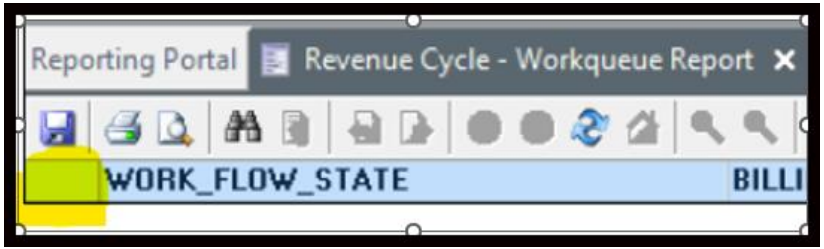
Identifying SF 1080 Encounters Revenue Cycle – Workqueue Report (Cont.)

- Step 3 – Refer to screenshot for data elements.
  - Output type: **Spreadsheet**
  - Search User: **Enter parent DMIS then tab**
  - Select Assigned User: **SF1080 Lead "M" User Group and SF1080 User Group**
  - Select Work Flow State: **Any**
  - Include Follow-Up Work Items : **Yes**
  - Click **Execute**

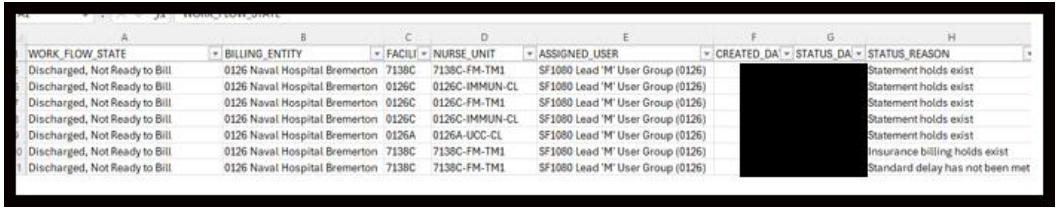


Identifying SF 1080 Encounters Revenue Cycle – Workqueue Report (Cont.2)

- Step 4 – Click in END blue box in upper left corner; ctrl-C. Paste into open Excel, ctrl-V in upper left corner



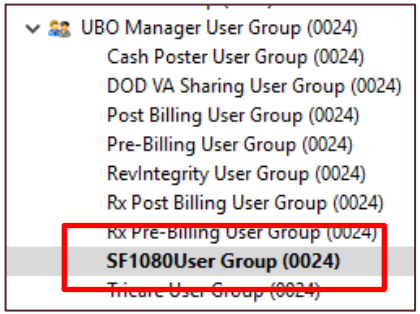
- Step 5 – Excel, Format accordingly and apply filters

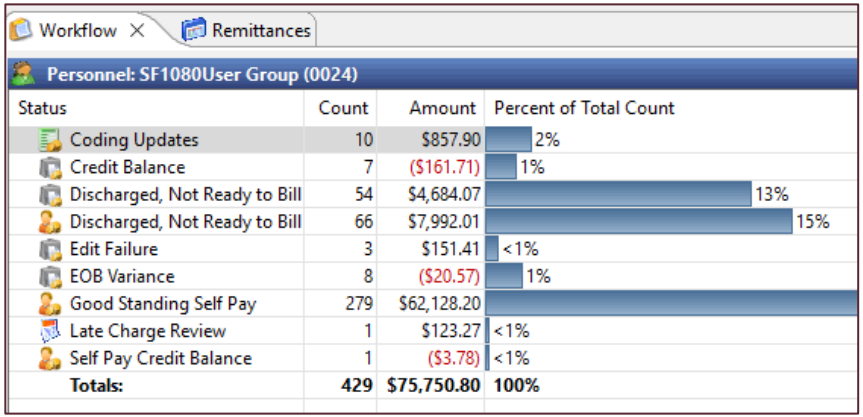


WORK_FLOW_STATE	BILLING_ENTITY	FACILI	NURSE_UNIT	ASSIGNED_USER	CREATED_DA	STATUS_DA	STATUS_REASON
Discharged, Not Ready to Bill	0126 Naval Hospital Bremerton	7138C	7138C-FM-TM1	SF1080 Lead 'M' User Group (0126)	[redacted]		Statement holds exist
Discharged, Not Ready to Bill	0126 Naval Hospital Bremerton	0126C	0126C-IMMUN-CL	SF1080 Lead 'M' User Group (0126)			Statement holds exist
Discharged, Not Ready to Bill	0126 Naval Hospital Bremerton	0126C	0126C-FM-TM1	SF1080 Lead 'M' User Group (0126)			Statement holds exist
Discharged, Not Ready to Bill	0126 Naval Hospital Bremerton	0126C	0126C-IMMUN-CL	SF1080 Lead 'M' User Group (0126)			Statement holds exist
Discharged, Not Ready to Bill	0126 Naval Hospital Bremerton	0126A	0126A-UCC-CL	SF1080 Lead 'M' User Group (0126)			Statement holds exist
Discharged, Not Ready to Bill	0126 Naval Hospital Bremerton	7138C	7138C-FM-TM1	SF1080 Lead 'M' User Group (0126)			Insurance billing holds exist
Discharged, Not Ready to Bill	0126 Naval Hospital Bremerton	7138C	7138C-FM-TM1	SF1080 Lead 'M' User Group (0126)			Standard delay has not been met

Identifying SF 1080 Encounters – Revenue Cycle Queues View

- Identifying SF 1080 encounters through Queues View in Revenue Cycle.
  - Select SF1080User Group

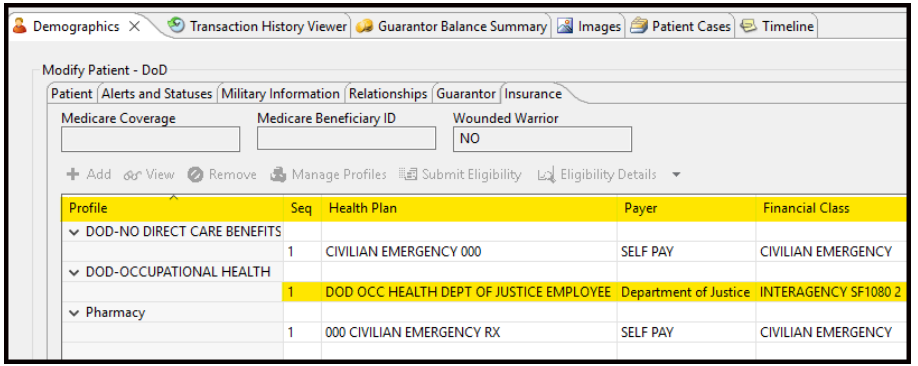




Status	Count	Amount	Percent of Total Count
Coding Updates	10	$857.90	2%
Credit Balance	7	($161.71)	1%
Discharged, Not Ready to Bill	54	$4,684.07	13%
Discharged, Not Ready to Bill	66	$7,992.01	15%
Edit Failure	3	$151.41	<1%
EOB Variance	8	($20.57)	1%
Good Standing Self Pay	279	$62,128.20	
Late Charge Review	1	$123.27	<1%
Self Pay Credit Balance	1	($3.78)	<1%
Totals:	**429**	**$75,750.80**	**100%**

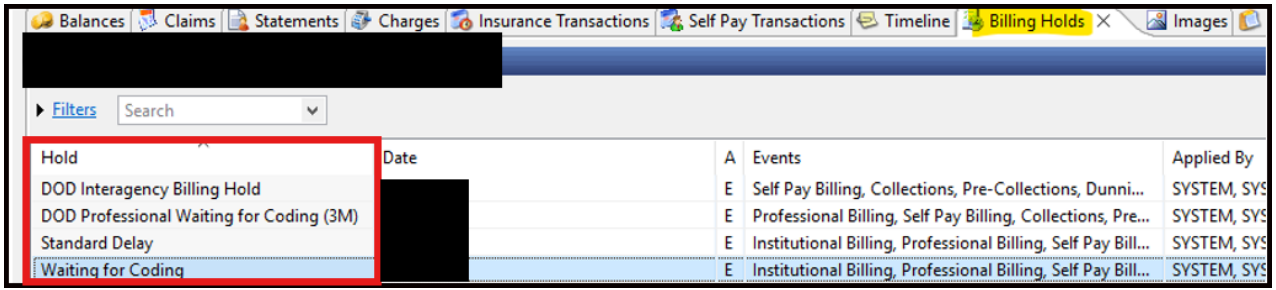
Identifying SF 1080 Encounters - Profile & Health Plan

- Front Desk staff responsible to select the correct Profile and Health Plan at Clinic Check in.
- Encounters are identified for qualification in the SF1080 process by ensuring that the Financial Class “Interagency SF1080” is sequenced as the primary Financial Class of the Profile & Health Plan.
- Interagency Health Plan & Financial Class examples are listed below.
  - Dept of Health and Human SVCS Employee
  - Department of Justice Employee
  - Department of Labor Employee
  - Department of Homeland Security Employee



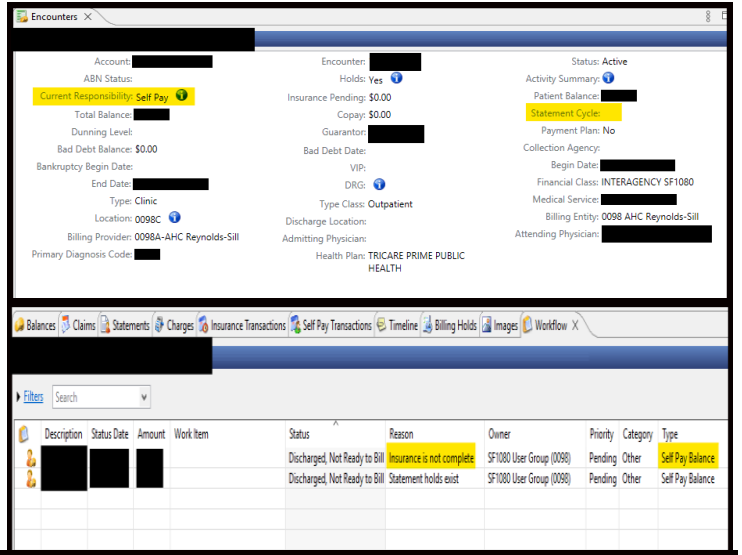
Identifying SF 1080s Encounters - DNRB – Status Reason Holds

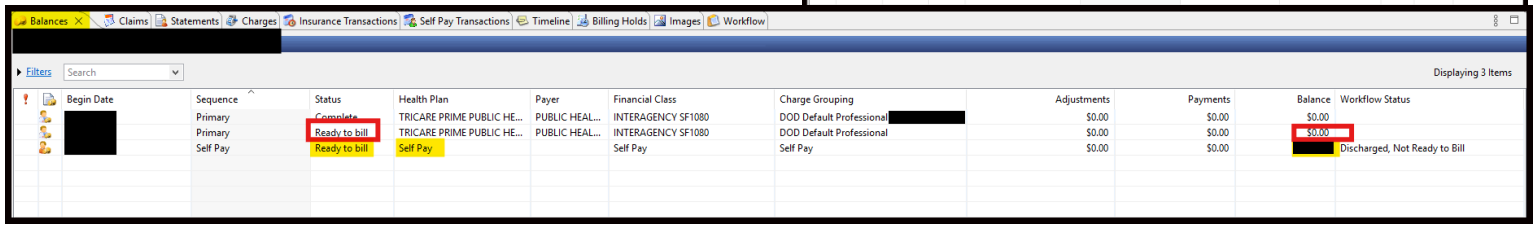
- There are various reasons for encounters to be in this queue.
  - **Standard Delay has not been met** – Encounters over 14 days should not have this reason.
  - **Insurance Billing Holds exist** – 'Billing Holds' tab is waiting for coding. UBO staff need to wait on coding, also check for accuracy within Patients Demographics under the Insurance tab.
  - **Waiting for Coding** - Follow-up with coding.
  - **Insurance is Not Complete** – Need to set the status in the Balance Tab to "complete" for primary health plan so the self pay health plan can be generated.



Identifying SF 1080s Encounters - DNRB– Self Pay, Not Ready to Process

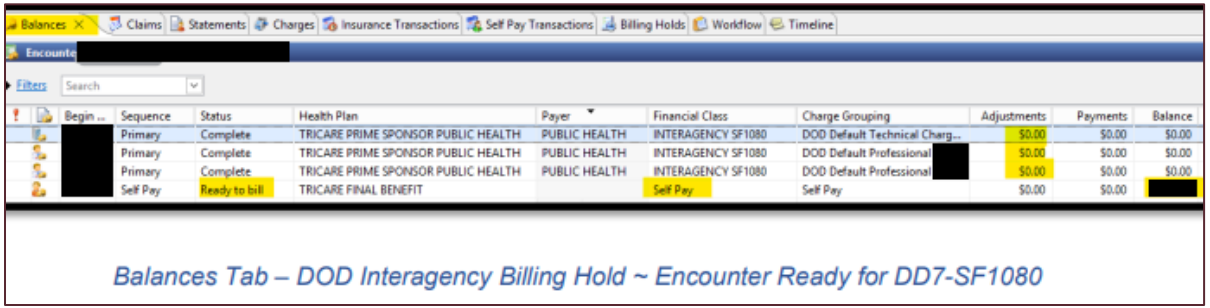
- Current Responsibility is at Self Pay and no Statement Cycle.
- Workflow Tab - Reason - Insurance is not complete
- Balances Tab – set DOD Default Professional status from Ready to Bill to Complete.
- Statement Cycle will qualify for SF1080 at end of month





Identifying SF 1080 Encounters – Self Pay, Ready to Process

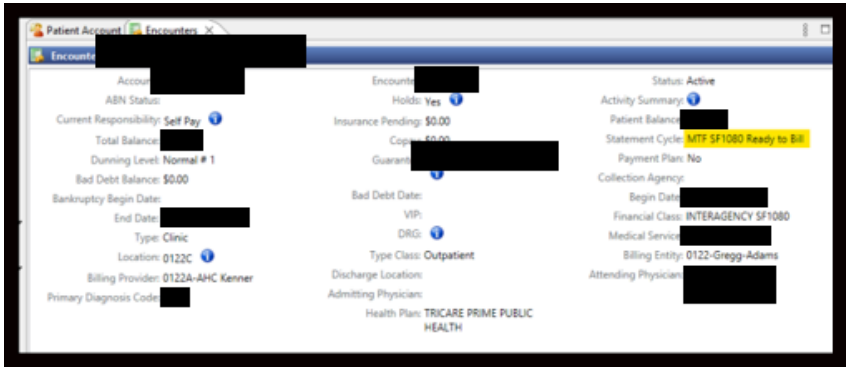
- At the encounter level:
  - All Billing Holds (except for the DOD Interagency Billing Hold) and Work Items must be resolved under the Billing Hold and Workflow Tabs.
  - At the Balances tab all charges must roll to the Self Pay Financial Class.
- This allows the creation of the SF1080 and DD7 within the SF1080 Voucher Queue in Discern Reporting Portal at the end of the month.



Balances Tab – DOD Interagency Billing Hold ~ Encounter Ready for DD7-SF1080

Identifying SF1080s Encounters DNFB - Ready to Bill Statement Cycle

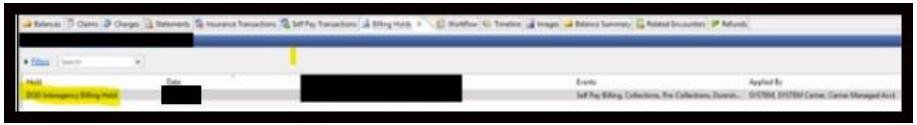
- In the Encounter Tab review, the Statement Cycle field states: MTF SF1080 Ready to Bill.
  - This identifies the statement has not yet been associated with a SF1080 within the SF1080 Voucher Queue in Discern Reporting Portal. Will be associated at the end of the month.



- In the Statements Tab review, the Status field states: Ready to Submit.



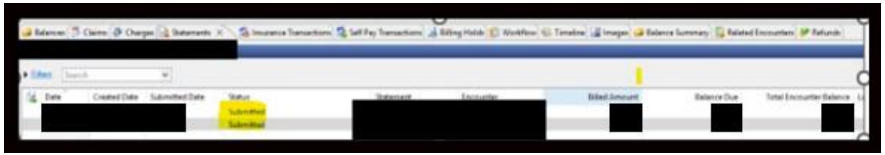
- In the Billing Holds Tab there will be a DOD Interagency Billing Hold.



Identifying SF 1080s Encounters – SF 1080 Billed

- In the Encounter Tab, the Statement Cycle field states: MTF SF1080 Billed.
  - This identifies the statement has been associated with a SF1080 within Discern Reporting Portal.
- In the Statements Tab review, the Status field states Submitted.
- In the Timeline Tab review, the Comment field states Qualified for DOD Interagency Invoice

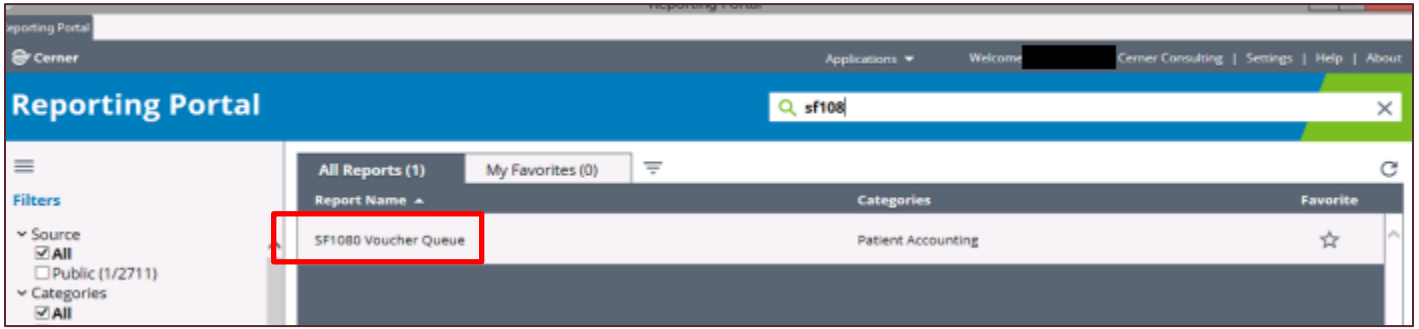






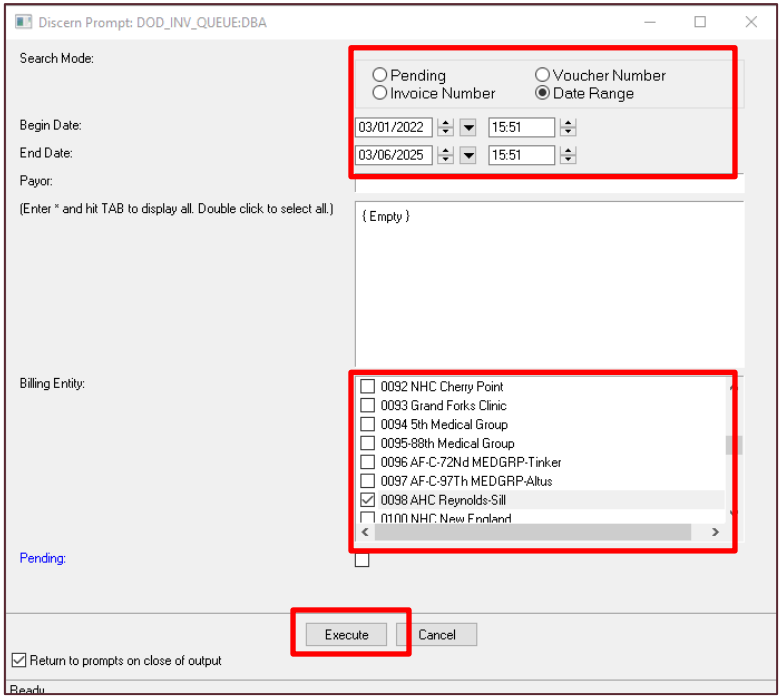
SF 1080 and DD7 Creation - Discern Reporting Portal

- SF1080 Voucher Queue
  - The SF1080 Voucher Queue report is a tool for monitoring, generating, auditing, and reprinting SF1080 Interagency Billing invoices.
  - UBO staff will run this program on the first day of the month to view and print SF1080s for billing



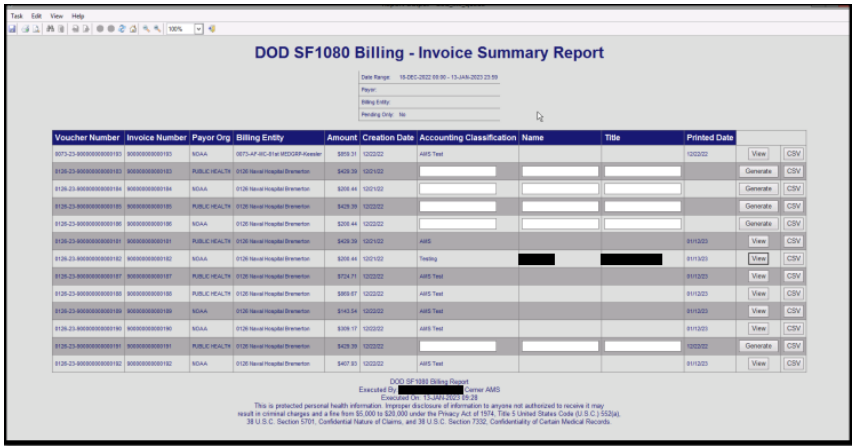
SF 1080 and DD7 Creation - Discern Reporting Portal (Cont.)

- Generating SF 1080 Voucher.
  - Search Mode: **Date Range**
  - Begin Date and End Date:
  - Payor: **Leave Blank**
  - Billing Entity: **DMIS ID**
  - Pending: **Uncheck box**
  - Click **Execute** when filters are applied.



SF 1080 and DD7 Creation - Discern Reporting Portal (Cont. 2)

- "**Accounting Classification**", "**Name**", and "**Title**" are the only fields that require manual intervention to populate.
- Accounting Classification also known as LOAs
  - The path to retrieve the LOAs in ABACUS for FYs 23, 24, and 25 is as follows: ABACUS home page>Billing and Collections>Master Tables>Billing>LOA>.
- Click "**Generate**", the SF1080 invoice will open as a new window.



SF 1080 and DD7 Creation - Discern Reporting Portal (Cont. 3)

- Validate the fields populated correctly and print the SF1080 along with the corresponding DD7s. Select Print Icon and print to PDF to desktop or file.



Standard Form 1080 — VOUCHER FOR TRANSFERS BETWEEN APPROPRIATIONS AND/OR FUNDS

Voucher Number: 0126-23-0000000000000167

Schedule Number:

PAID BY:

DATE OF DELIVERY	ARTICLES OR SERVICES	Encntrs	AMOUNT
[redacted]	AD FAM MBR	1	[redacted]
	AD SELF	20	
	OTHER	14	
		TOTAL	

CERTIFICATE OF OFFICE CHARGED

I certify that the above articles were received and accepted or the services were performed as stated and should be charged to the appropriation(s) and/or fund(s) as indicated below, or that the advance payment requested is approved and should be paid as indicated.

03/06/25 [redacted]

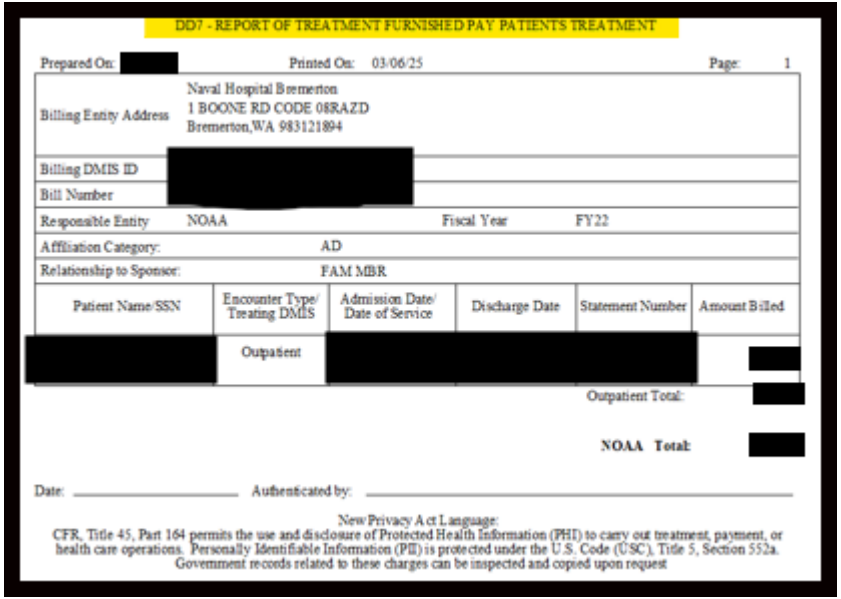
Authorized Administrative or Certifying Officer (Date) (Name, Title)

Signature

ACCOUNTING CLASSIFICATION - Office Charged

Paid by Check No.

Previous Editions Are Usable



DD7 - REPORT OF TREATMENT FURNISHED PAY PATIENTS TREATMENT

Prepared On: [redacted] Printed On: 03/06/25 Page: 1

Billing Entity Address: Naval Hospital Bremerton, 1 BOONE RD CODE 08RAZD, Bremerton,WA 983121894

Billing DMIS ID: [redacted]

Bill Number:

Responsible Entity: NOAA Fiscal Year: FY22

Affiliation Category: AD

Relationship to Sponsor: FAM MBR

Patient Name/SSN	Encounter Type/ Treating DMIS	Admission Date/ Date of Service	Discharge Date	Statement Number	Amount Billed
[redacted]	Outpatient	[redacted]			[redacted]

Outpatient Total: [redacted]

NOAA Total: [redacted]

Date: _____ Authenticated by: _____

New Privacy Act Language:
CFR, Title 45, Part 164 permits the use and disclosure of Protected Health Information (PHI) to carry out treatment, payment, or health care operations. Personally Identifiable Information (PII) is protected under the U.S. Code (USC), Title 5, Section 552a. Government records related to these charges can be inspected and copied upon request

SF1080 Submission Process – FY25 AND PRIOR

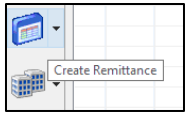
- The SF-1080 and DD7 should include the name of your organization, authorization name, and signature, email address, phone number, fiscal year, dates of service, retired or active duty and your accounting information for your records.
- US Public Health Service
  - SF1080 and DD7 documents should be provided via DoD Safe to PHSmedicalbilling@hhs.gov
- National Oceanic and Atmospheric Administration
  - The SF1080 and DD7 documents should be provided via DoD Safe to noaa.tricare@noaa.gov
- Submit SF1080 to the agency and cc DCFM.

IPAC Payments (Intra-Governmental Payment and Collection)

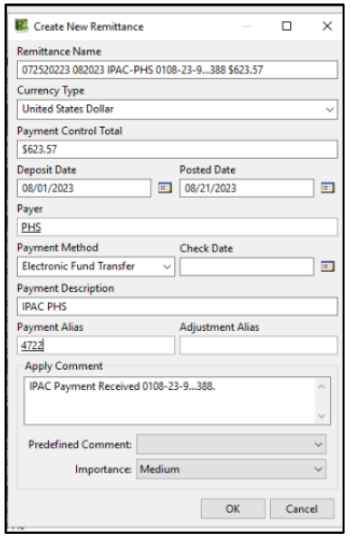
- IPAC (Intra-Governmental Payment and Collection)
  - Electronic payments received from other Federal Agencies (mostly for care rendered to FY25 and Prior NOAA and PHS beneficiaries) for invoices submitted via an SF 1080
- IPAC payments do not appear in the CIR; however, there are some instances where other Federal Agencies pay an MTF via Credit Gateway (and Credit Gateway payments do appear in the CIR).
  - Federal payments that come via Credit Gateway (and appear in the CIR) include:
    - ✓ Cross Servicing Next Generation (CSNG) collections made by Treasury
    - ✓ Payments made by the VA pursuant to care rendered via a Resource Sharing Agreement (RSA)
    - ✓ Payments made by the Naval Education and Training Security Assistance Field Activity (NETSAFA) for care rendered to Foreign Military patients treated thru the International Military Education and Training (IMET) program
- For help researching IPAC payments made by other Federal Agencies (FY25 and Prior NOAA and PHS), contact the DCFM

Posting SF1080 Payment – Manual Remittance

- Select Create Remittance

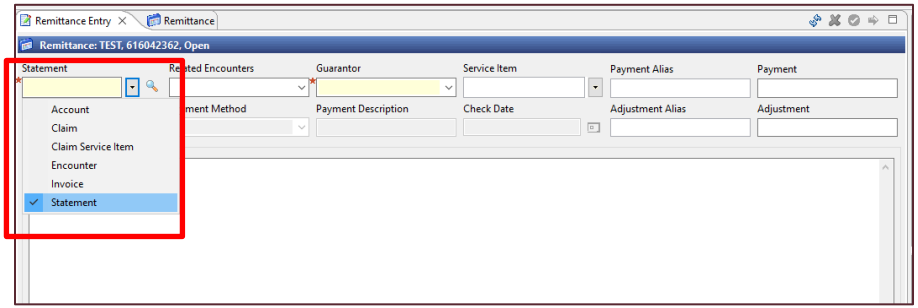


- Complete necessary fields in the Create New Remittance window.
  - Payment alias = 4722 – Interagency Payment



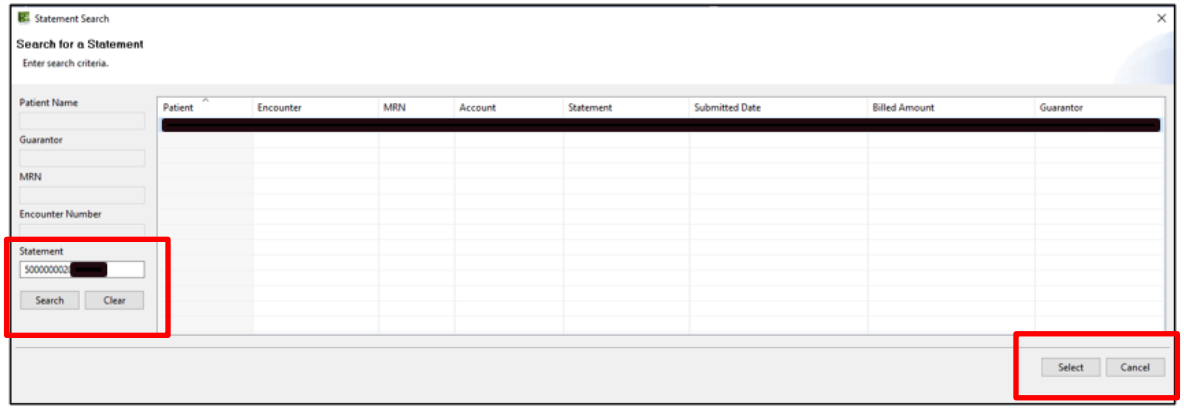
Posting SF1080 Payment – Adding Multiple Statement Numbers

- One remittance can be created for multiple statements at once.
  - Select Statement, then select the magnifying glass to search for a Statement number



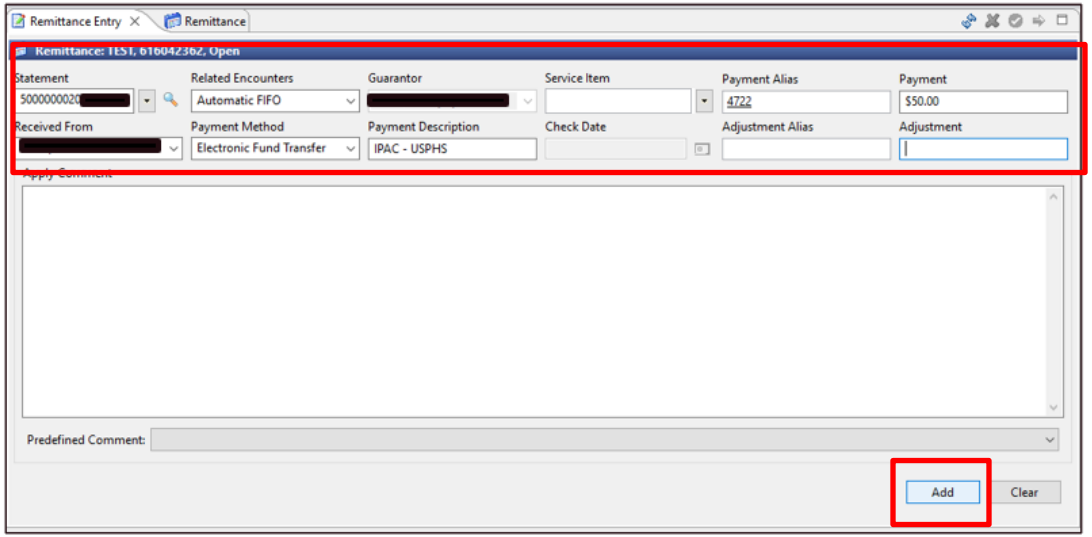
Posting SF1080 Payment – Searching for a Statement Number

- Search for the statement number. The statement number can be found on the DD7 associated with the SF1080
  - Enter Statement # and click Search
  - Click Select



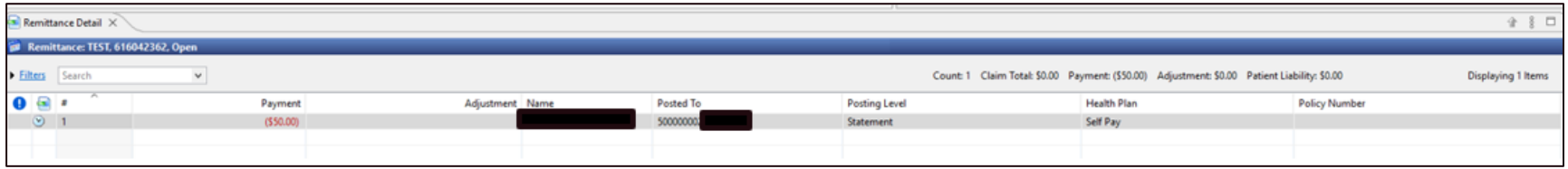
Posting SF1080 Payment – Manual Remittance (Cont.)

- Ensure appropriate fields are populated and select Add.



Posting SF1080 Payment – Manual Remittance (Cont.2)

- Associated statement will appear in the Remittance Detail at the bottom of the screen.

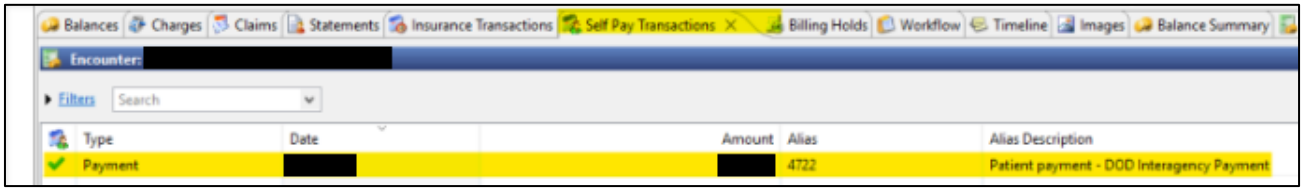


- When all applicable statements have been added, select green checkmark to post.



Posting SF1080 Payment – Manual Remittance (Cont.3)

- The Self Pay Transactions tab will show the payment posted.



- The Balances tab will display zero balance, and that the payment was applied.



Questions



Instructions for CEU Credit

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