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STATE OF WEST VIRGINIA  
DEPARTMENTS OF HEALTH, HEALTH FACILITIES, AND HUMAN SERVICES

Office of Shared Administration  
Office of Accountability and Management Reporting

**Date:** February 20, 2025

**To:** Medicaid Certified Nursing Facilities  
(Please give a copy of this memo to your billing staff and cost report preparer)

**From:** Barbara Skeen, Director, Division of Rate Setting and Provider Reimbursement, Office of Accountability and Management Reporting

**Re:** Bed Reservations (Bed Holds)  
Reporting and Billing Clarification

On January 29, 2025, the memo regarding the Financial and Statistical Reports ended December 31, 2024, was sent out to everyone. Included in that memo is the following information about the changes to bed holds:

Please be aware that there has been a significant change to the bed hold policy. See Chapter 514.8.3. Facilities are now permitted 18 bed holds (for all types of leave) per resident per calendar year. The 95% occupancy requirement has been eliminated. Revenue Code 0185 is to be used for a covered bed hold leave of absence and Revenue Code 0189 is to be used for a non-covered leave of absence. Please make sure your billing staff is aware of these changes.

Since the change in bed holds went into effect on October 1, 2024, we want to provide some clarification on how the bed holds need to be handled throughout the 2024 calendar year.

There is a total of 18 bed hold days allowed for the 2024 calendar year. From January 1, 2024 - September 30, 2024, the facilities were under the previous policy of being allowed 12 medical days and 6 therapeutic days. If a resident has not used the allotted 18 days by the end of September, additional bed hold days will be paid up to a total of 18 days for the entire year. Beginning on October 1, 2024, it doesn't matter if the days are used for medical or therapeutic. As an example, if a resident had already used 18 bed hold days by September 30, 2024, there are no remaining bed hold days available for the remainder



of the 2024 calendar year. However, if a resident had used 12 medical days and no therapeutic days by September 30th, then there are 6 remaining bed hold days that can be paid from October 1, 2024 – December 31, 2024, and these 6 days can be either medical or therapeutic.

If you have any questions, please contact Barbara Skeen, Director of Rate Setting and Provider Reimbursement, Office of Accountability and Management Reporting at [barbara.i.skeen@wv.gov](mailto:barbara.i.skeen@wv.gov) and also copy David McCauley at [David.McCauley@wv.gov](mailto:David.McCauley@wv.gov). Barbara Skeen 304 352-6728, David McCauley 304 352-6736