

Healthy Connections *Visual*

MEDICAID BASICS BOOK



➤ Claim Filing Options

An illustrated companion to the interactive courses at: [MedicaidLearning.com](https://www.MedicaidLearning.com).

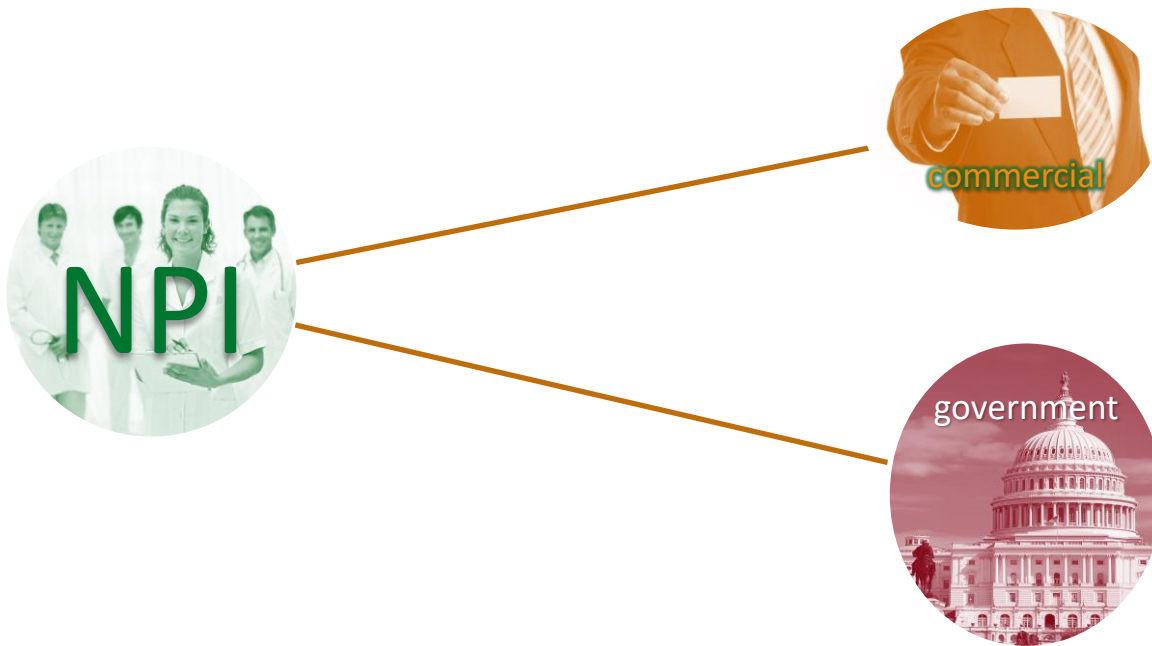
Updated September 2022

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National Provider Identifier (NPI)

Each provider is assigned an NPI for filing claims to any medical claims payer.



Typical providers

- Covered entities under the HIPAA
- Must use NPI

Atypical providers

- Do *not* provide health care services
- Does not use NPI

Claim Types

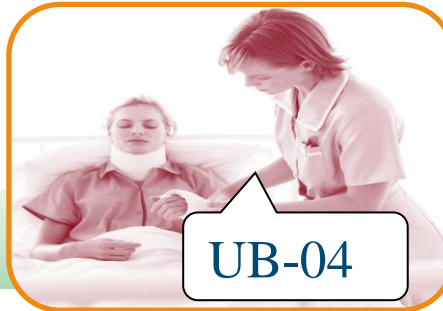


Doctors and other professionals
Not institutions

CMS-1500

Professional claims

Example: room and board or emergency room services



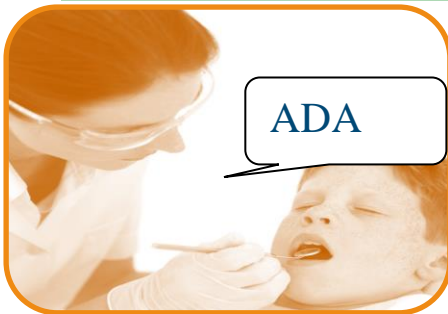
UB-04

Institutional claims

Dentists

Exception: oral surgeons file CMS-1500

Claims processing: DentaQuest (888-307-6653)



ADA

Dental claims

Professional/dental: Use Form 130
Institutional: Use UB-04



Form 130/UB-

Adjustment claims

Who files where? Refer to your provider manual.

Claim Filing Methods

SCDHHS accepts claims by paper or electronic submission.



Electronic

- Web Tool
- vendor
- clearinghouse
- modem
- File Transfer Protocol
FTP



Mail

- Paper claims
- Electronic:
 - tapes
 - CDs
 - diskettes
 - zip files

Clearinghouse

- Intermediaries between providers and Medicaid
- Collect filing information from the providers in their designated format
- Turn it into the format currently allowed by Medicaid
- Must be HIPAA compliant
- List of approved vendors available on the DHHS Web site

Other Electronic Media

- File Transfer Protocol Can be created internally or purchased from a vendor
- Before being submitted, claims must go through a testing phase.
- Must be in HIPAA compliant format
- Specific requirements for each method
- Trading Partner Agreement (TPA) required prior to filing electronically

Web Tool features

The Web Tool is available 24 hours a day, 7 days a week, at absolutely no charge.

The screenshot shows the web tool interface for South Carolina Healthy Connections Medicaid. The navigation menu includes: Change PWD, Reports, Eligibility, Claims Entry, Claim Submission, Lists, and History. Callout boxes provide details for several features:

- Status** of all claims filed within the last 6 months (under Reports).
- Claims Entry**: Key data into the fields or transfer data from your customized *Lists*.
- With **History**, pull a report of all your submitted claims.
- Use **e-Remit** under Reports to download your remits.
- Check **eligibility** for up to 50 beneficiaries at a time.
- Claim Submission**: Send electronic claims directly to the DHHS claims processing system of DHHS (no postage!).

Web Tool Requirements

Web Tool access

- Computer, ISP, online connection
- Version: *Internet Explorer 7.0 , 8.0; Firefox 4; Safari; or Google Chrome with 128-bit encryption
- *Current version? Open browser, click Help, click 'About Internet Explorer'

HIPAA compliant

- Web Tool requires privacy compliance
- Compliancy questions: <http://www.hhs.gov/ocr/hipaa/assist.html>

Trading Partner Agreement (TPA)

- Fill out a TPA
- Receive: Web site address, login ID & password
- All users must have individual logins/passwords