

Healthy Connections
Web Tool Reference Guide



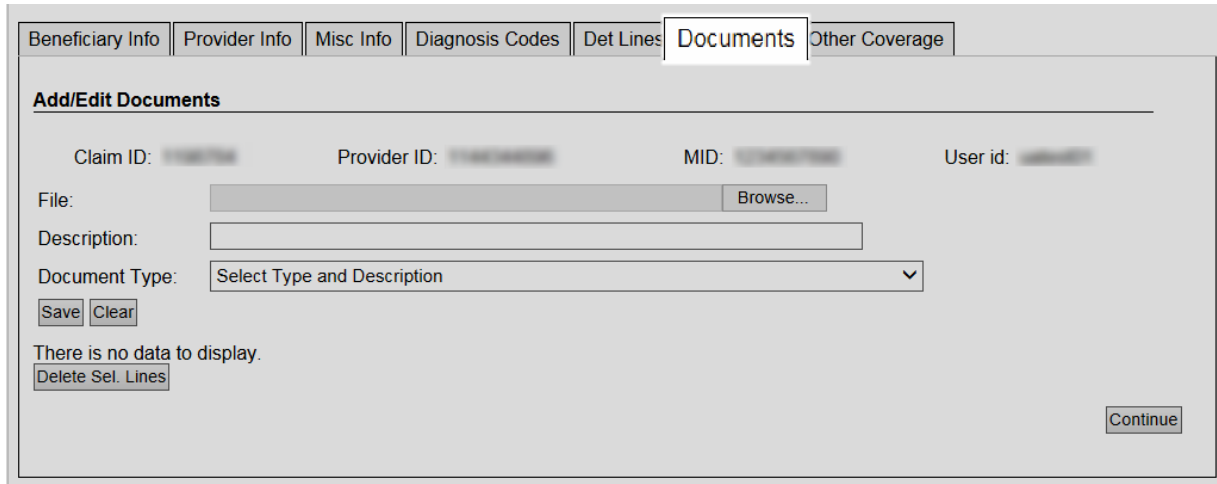
➤ Claims Attachments

Effective August 17, 2015
Updated June 2015

Claims Entry: Documents Tab

The new Documents tab on the Web Tool *Claims Entry* screen will support claims attachments, including: pictures (.JPEG, .TIFF, etc.), PDFs, .TXT, Microsoft documents (Word, EXCEL, etc.).

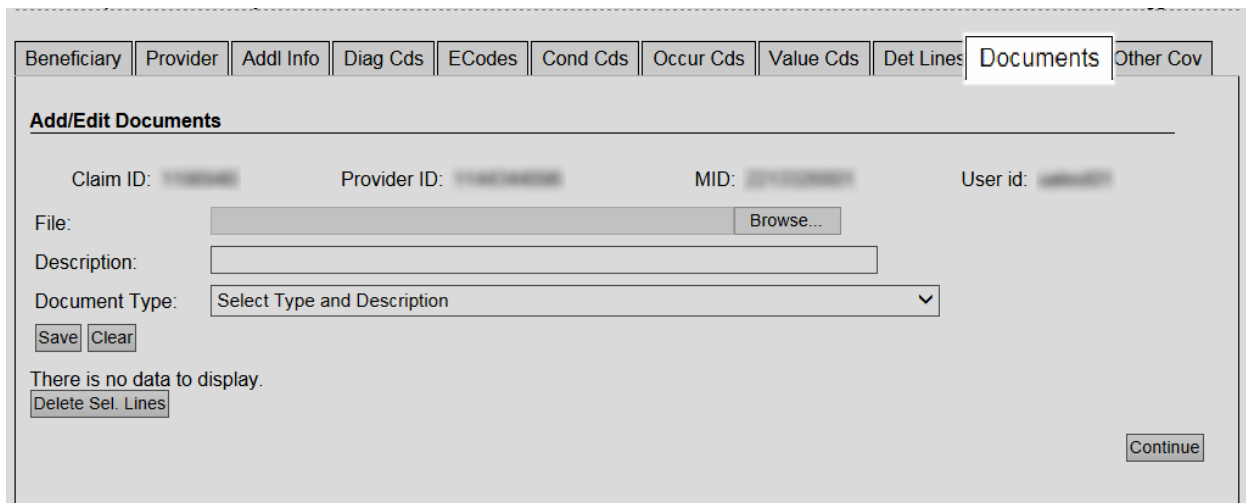
CMS1500 Claims Entry



The screenshot shows the 'Documents' tab selected in the CMS1500 Claims Entry interface. The navigation bar includes: Beneficiary Info, Provider Info, Misc Info, Diagnosis Codes, Det Lines, Documents, and Other Coverage. The main content area is titled 'Add/Edit Documents' and contains the following fields and controls:

- Claim ID: [text field]
- Provider ID: [text field]
- MID: [text field]
- User id: [text field]
- File: [text field] with a 'Browse...' button
- Description: [text field]
- Document Type: [dropdown menu with 'Select Type and Description']
- Buttons: 'Save' and 'Clear'
- Message: 'There is no data to display.'
- Buttons: 'Delete Sel. Lines' and 'Continue'

UB04 Claims Entry



The screenshot shows the 'Documents' tab selected in the UB04 Claims Entry interface. The navigation bar includes: Beneficiary, Provider, Addl Info, Diag Cds, ECodes, Cond Cds, Occur Cds, Value Cds, Det Lines, Documents, and Other Cov. The main content area is titled 'Add/Edit Documents' and contains the following fields and controls:

- Claim ID: [text field]
- Provider ID: [text field]
- MID: [text field]
- User id: [text field]
- File: [text field] with a 'Browse...' button
- Description: [text field]
- Document Type: [dropdown menu with 'Select Type and Description']
- Buttons: 'Save' and 'Clear'
- Message: 'There is no data to display.'
- Buttons: 'Delete Sel. Lines' and 'Continue'

Upload, Tag, Save

Beneficiary Info | Provider Info | Documents | Other Coverage

Add/Edit Documents

Claim ID: [text] Provider ID: [text] MID: [text]

File: [text] [Browse...](#)

Description: [text]

Document Type: Select Type and Description

[Save](#) [Clear](#)

There is no data to display.
[Delete Selected Lines](#)

[Continue](#)

1. Browse to find and upload your attachment.

2. Enter an (optional) description.

3. Select Type and Description, e.g., Admission Summary.

4. Save and repeat for additional attachments.

Delete or Edit an Attachment

Beneficiary Info | Provider Info | Misc Info | Diagnosis Codes | Det Lines | Documents | Other Coverage

Add/Edit Documents

Claim ID: [text] MID: [text] User id: [text]

File: [text] [Browse...](#)

Description: [text]

Document Type: [dropdown]

[Save](#) [Clear](#)

	Description	Type	Type Description	Image Type
<input type="checkbox"/>	Test Document	AS	Admission Summary	txt

[Delete Sel. Lines](#)

[Continue](#)

Edit: Select the *Edit* hyperlink to re-enable the fields *Description* and *Document Type* to make those changes.

Delete: Check the document line checkbox and then press the *Delete Selected Lines* button to delete the attachment.

View Attachments

“N” indicates *no attachment*. Select the “Y” hyperlink to view the affirmed attachment.

ICD-9 Coded Claim | Enter New Claim | Copy Sel. | Delete Sel. | View Sel.

Draft (Incomplete) Claims

Claim ID	ICD	Name	Account Number	Medicaid ID	Total Chrg	Last Changed	Doc Ind	User Name
<input type="checkbox"/>	9	<no name>				2014-03-04	N	
<input type="checkbox"/>	9	<no name>				2015-02-11	N	
<input type="checkbox"/>	9	<no name>				2015-03-20	N	
<input type="checkbox"/>	9	Test,			100.00	2015-03-20	N	
<input type="checkbox"/>	9	Test,			100.00	2015-04-03	N	
<input type="checkbox"/>	9	Test,	claim attach 01		1000.00	2015-04-03	N	
<input type="checkbox"/>	9	Test,	claim attach 01		1000.00	2015-04-13	N	
<input type="checkbox"/>	9	Test,				2015-02-04	N	
<input type="checkbox"/>	9	Test,				2013-12-12	N	
<input type="checkbox"/>	9	Trest,				2014-03-04	N	

Completed Claims

Claim ID	ICD	Name	Account Number	Medicaid ID	Total Chrg	Last Changed	Doc Ind	User Name
<input type="checkbox"/>	9	Test,	TT14004_2		100.00	2015-04-13	N	
<input type="checkbox"/>	9	Test,	TT14004_3		100.00	2015-04-13	N	
<input type="checkbox"/>	9	Test,	TT14004_4		100.00	2015-04-13	N	
<input type="checkbox"/>	9	Test,	TT14004_1		100.00	2015-04-13	N	
<input type="checkbox"/>	9	Test,	TT14004_6		100.00	2015-04-13	Y	
<input type="checkbox"/>	9	Test,	TT14004_5		100.00	2015-04-13	Y	

Claim ID **CCN**

Beneficiary Name test **Medicaid ID**

Summary | **Images** Select *Images* to view the attachment.

Document Name	Image Type	Document Type Code	Description
test txt	txt	A3	Allergies/Sensitivities Document

Summary Images

Type: A3
Type Description: Allergies/Sensitivities Document
Claim: [REDACTED]
CCN: [REDACTED]
Name: test
MID: [REDACTED]
Provider: [REDACTED]
File Name: TT14018 test document.txt
Document Name: test.txt

[Download File](#)

Note: Only picture files, like .JPEG, .TIFF, etc., and .PDF files can be viewed. Attachments that use proprietary software like Word Documents (.doc, .docx), Excel files, and .TXT files must be downloaded to be viewed.

View images here.

