Submitting Secondary CMS-1500 Claims and IHCP Updates

Indiana Health Coverage Programs DXC Technology Summer Workshop 2018





Agenda

- When is the primary explanation of benefits (EOB) required for third-party liability (TPL) insurance – commercial versus Medicare/Medicare Replacement Plan?
- How to complete Other Insurance or TPL on the IHCP Provider Healthcare Portal (Portal)
- How to complete Medicare crossover claims on the IHCP Portal
- How to add attachments on the IHCP Portal
- IHCP update
- IHCP vendors and stakeholders
- Helpful tools
- Questions



When is the primary EOB required for TPL insurance – commercial?



When is the primary EOB required for TPL insurance – commercial?

EOB needed

- When the TPL has denied the service as noncovered
- When TPL has applied the entire amount to the copay, coinsurance, or deductible, and no payment is made.



EOB not needed

- The primary insurance COVERS the service and has PAID on the claim.
- Actual dollars were received.

When a member has other insurance, and the primary insurer *denies payment for any reason or applies the payment in full to the deductible*, the provider must provide proof that the service was submitted to the primary payer by attaching the EOB.



How to complete *Other Insurance* (TPL) on the IHCP Portal



Step 1: Other Insurance (TPL) at the header

Claim Information	
Claim Header Instructions	
Hospital From Date 🛛 📰	Hospital To Date
Date Type	Date of Current 0
Accident Related V	
*Patient Number	Authorization Number
Medical Record Number	Special Program 🗸
*Does the provider have a signature on file	2? O Yes O No
*Does the provider accept assignment for claim processing	I? ○Yes ○ No ○ Clinical Lab Services Only
*Are benefits assigned to the provider by the patient or their authorize representative	ad ⊖Yes⊖No⊖N/A
*Does the provider have a signed statement from the patient releasin their medical information	Ng ⊖Yes⊖No 1?
Include Other Insurance 🚽	Total Charged Amount \$0.00
	Continue Cancel

IMPORTANT – If the primary insurance does not cover the services rendered, do <u>NOT</u> check the *Include Other Insurance* box.



Step 2: Other Insurance (TPL) header

If the primary insurance is listed, click on the line-item number to open the window.

Other	Other Insurance Details										
Enter t	the carrier and policy holder i	nformation below.									
Enter o Adjust	other carrier Remittance Advi ment Details section. he Remove link to remove th	ce details here for the claim or with eac ne entire row.	ch service line. Enter adjusted p	ayment details, such as reas	on codes, in the C	laim					
					Refresh Other	r Insurance					
#	Carrier Name	Carrier ID	Group ID	TPL/Medicare Paid Amount	Paid Date	Action					
1				\$25.00	-	Remove					
• Cli	ck to add a new other insura	nce.									
	Back to Step 1			Continue	Cancel						



Step 2: Other Insurance (TPL) header

If insurance is not listed, click on the "+" sign to add the insurance payment to be reported.

Othe	r Insurance Details					-
Enter	the carrier and policy holder inform	ation below.				
Enter Adjus Click	other carrier Remittance Advice det stment Details section. the Remove link to remove the ent	tails here for the claim or with ea	ach service line. Enter adjusted payme	ent details, such as reas	son codes, in the Cla	aim
					Refresh Other	Insurance
#	Carrier Name	Carrier ID	Group ID	TPL/Medicare Paid Amount	Paid Date	Action
+ C	lick to add a new other insurance.					
	Back to Step 1	•		Continue	Cancel	



Step 3: Other Insurance (TPL) header

_						
	Carrier Name	HUMANA INSURANCE COMPANY		Carrier ID	0017799	
	*Policy Holder Last Name	XXXXXXX	_ +	*First Name	xxxxxxx ×	MI
	Policy Holder Address					
	City		State		✓ ZIP Code θ	Country V
						Code
	*Policy ID	001		SSN 9		
	*Relationship to Patient	18-Self		*Claim Filing Code	CI-Commercial Insurance Co.	→ ✓
	Group ID			Policy Name		
	TPL/Medicare Paid Amount	\$25.00		Paid Date 🔒		
	Claim ID					
	Referral Number		A	Authorization Number]

• When the Other Insurance Details window opens, complete all items that have asterisks. "*"

NOTE: The TPL/Medicare Paid Amount field does not have an asterisk but is a required field.



Step 4: Other Insurance (TPL) header

Click	the Remove link to remove the	entire row.				
		-			Refresh Other	Insurance
#	Carrier Name	Carrier ID	Group ID	TPL/Medicare Paid Amount	Paid Date	Action
1	· · · · · · · · · · · · · · · · · · ·			\$25.00	-	<u>Remove</u>
+ Cl	lick to add a new other insurance).		lar li		
	Back to Step 1			Continue	Cancel	

After you save and see the information in the *Other Insurance Details* window, click **Continue.**



Step 1: Other Insurance (TPL) detail

#		Carrier Name	,	Carrier I	D	Group ID		TPL/Medica Amou	nt Paid	Paid Date
1	Amount \$25.00 Ice Details Ice not a like to end the row. Click the Remove link to remove the entire row. From Date Ice of Service Procedure Code Code 0 Modifiers 0 Procedure 125.00 *Units 10 *Units 10 *Units 10 *Units 10 *Units 10 Ymmediation *Units *Units *Units *Units *Units *Unit *Unit									
Servi	ice Details									E
Selec	t the row numl	ber to edit the ro	w. Click the R	emove link to remove th	e entire row.					
Amount 1 \$25.00 Service Details Select the row number to edit the row. Click the Remove link to remove the entire row. # From Date O Date Place of Service Procedure Code Charge Amount Units Action * From Date @ 04/01/2018 * Procedure 99213 Code @ * Place of Service Modifiers @ * Diagnosis Pointers Charge Amount \$125.00 * Units 1.00 * Unit Type EPSDT Family Plan EMG Rendering XXXXXXXXX ID Type NDC for Service Detail ID Note for Service Detail ID	Action									
Ξc	lick to collapse									· ·
-	From Date 0 Procedure Code 0 Modifiers 0	04/01/2018 99213	To I	Date 0 04/01/2018	••	Place of Service 11-Office Diagnosis Point	ters 1			>
Cha	Rendering Provider ID	\$125.00 XXXXXXXXX	о Ч	Units 1.00	*Unit Type Re	e Unit V EPSDT ndering Taxonomy		Family Plan	E	MG 🗌
	Control#									
ND	C for Service	Detail Detail	ncel							E E

- Click on the Service Detail line, complete service information.
- Click Add
 - The Service Detail lines will collapse.



Step 2: Other Insurance (TPL) detail

Serv	ice Details								
Selec	t the row numb	er to edit the ro	w. Click the R	emove link to remove th	ne entire row.				
#	From Date	To Date	Pla	ce of Service		Procedure Code	Charge Amount	Units	Action
1	04/01/2018	04/01/2018	11-Office		99213-OFFI	CE/OUTPATIENT VISIT EST	\$125.00	1.00 Unit	<u>Remove</u>
+ C	lick to add serv	ice detail.							
Atta	chments								
Click	the Remove lir	nk to remove the	e entire row.						
#	Transn	nission Method	I I	File Control # Attachment Type					Action
+ C	lick to add attac	chment.							
Clain	n Note Inform	ation							-
Click	the Remove lir	nk to remove the	e entire row.						
	#	Note Referenc	e Code			Note Text			Action
Ξc	lick to collapse.								
Note	e Reference Co Note T	ode			~				
	A	dd <u>Ca</u>	incel						

Click on the "1" for the service detail to open the "Other Insurance Details" window



Step 3: Other Insurance (TPL) detail

Othe	er Insurance for Service Detail			Ξ.
Click	the row number to edit the row. Click the ${f R}$	emove link to remove the entire row.	a	
#	Carrier ID	TPL/Medicare Paid Amount	Paid Date	Action
•	lick to collapse.			
	*Other Carrier			
	*TPL/Medicare Paid \$25.00	*Paid Date • 04/17/	2018	
	Amount			
·				
	Add <u>Cancel</u>			

Use the drop-down menu to choose the insurance that was added at the header level, then add the payment received for that detail line and date of primary EOB.

*Red asterisks indicate required fields.



Other Insurance (TPL) additional details

Serv	ice Details							
Selec	t the row numb	er to edit the ro	w. Click the Remove link to remove t	he entire row				
#	From Date	To Date	Place of Service		Procedure Code	Charge Amount	Units	Action
1	04/01/2018	04/01/2018	11-Office	99213-OFF	ICE/OUTPATIENT VISIT EST	\$125.00	1.00 Unit	<u>Remove</u>
2	04/01/2018	04/01/2018	11-Office	92502-EAR	AND THROAT EXAMINATION	\$100.00	1.00 Unit	<u>Remove</u>
+ C	lick to add servi	ce detail.						
Atta	chments							
Click	the Remove lin	k to remove the	e entire row.					
#	Transn	nission Method	f File		Control #	Attachment	Гуре	Action
+ C	lick to add attac	hment.						

Repeat these steps for EACH detail line to report the payment for each detail individually.



When is the primary EOB required for TPL insurance – Medicare or Medicare Replacement Plan?



When is the primary Medicare or Medicare Replacement Plan EOB required?

EOB needed

Only when Medicare or the Medicare Replacement Plan denies the service



EOB not needed

The Medicare or Medicare Replacement Plan *COVERS* the service

- Actual dollars were received
- ✓ Zero-paid claim
 - Entire or partial amount was applied to deductible, coinsurance, or copay

A zero-paid claim **IS NOT** a denied claim.



How to complete crossover claims on the IHCP Portal



Step 1: Medicare or Medicare Replacement Plan crossover claim at the header

Claim Information			
Claim Header Instructions			
Hospital From Date O		Hospital To Date O	
Date Type	~	Date of Current O	
Accident Related	~		
*Patient Number		Authorization Number	
Medical Record Number		Special Program	~ ~
*Do	es the provider have a signature on f	ile? O Yes O No	
*Does the provider	accept assignment for claim processi	ng? OYes ONo OClinical Lab	Services Only
*Are benefits assigned to the pr	ovider by the patient or their authori representati	zed ○Yes ○No ○N/A ve?	
*Does the provider have a sign	ed statement from the patient releas their medical informati	ing ⊖ _{Yes} ⊖ _{No} on?	
Include Other Insurance 🕌		Tot	tal Charged Amount \$0.00
			Continue Cancel

IMPORTANT – If Medicare does not cover the services rendered, do not check this box. The claim is not a crossover claim.



Step 2: Medicare or Medicare Replacement Plan crossover claim header

If Medicare or the Medicare Replacement Plan is not listed, click on the "+" sign to add the insurance payment to be reported

Othe	r Insurance Details					-
Enter	the carrier and policy holder infor	mation below.				
Enter Adjus Click	other carrier Remittance Advice d tment Details section. the Remove link to remove the e	etails here for the claim or with ean	ach service line. Enter adjusted paymo	ent details, such as reas	son codes, in the Cla	aim
					Refresh Other	Insurance
#	Carrier Name	Carrier ID	Group ID	TPL/Medicare Paid Amount	Paid Date	Action
Ð	lick to add a new other insurance.					
	Back to Step 1			Continue	Cancel	



Step 3: Medicare or Medicare Replacement Plan crossover claim header

*Policy Holder Last Name Policy Holder Address	XXXXXXX			*First Name	xxxxxxxx ×] M	I
City			State		▼ ZIP Codeθ	Count	ry 📃
*Policy ID	001			SSN 0			
*Relationship to Patient	18-Self			Claim Filing Code			
Group ID				Policy Name			
PL/Medicare Paid Amount	\$25.00			Paid Date 9			
Claim ID		•]				
Referral Number			Aut	horization Number			
	Tra	ditional I	Medica	re – MR			
	Ma	JUUUIAI I			10		
	Med	dicare R	eplace	ment Plan	= 16		

 When the Other Insurance Details window opens, complete all items marked with asterisks. "*"

NOTE: The TPL/Medicare Paid Amount does not have an asterisk but is still a required field.



Step 4: Medicare or Medicare Replacement Plan crossover claim header

Other Insurance Det	ails					-
Enter the carrier and p	olicy holder infor	rmation below.				
Enter other carrier Ren Adjustment Details sed Click the Remove link	nittance Advice d tion. to remove the e	letails here for the claim or with ea	ach service line. Enter adjusted paym	ent details, such as reas	son codes, in the Cl	aim
					Refresh Other	Insurance
# Carrier	Name	Carrier ID	Group ID	TPL/Medicare Paid Amount	Paid Date	Action
<u>1</u> Medicare		08102		\$25.00	_	<u>Remove</u>
	other insurance.					

After you save and see the information in the *Other Insurance Details* window, click on the insurance line number again to add the coinsurance and deductible information in the *Claim Adjustment Details* window.



Step 5: Medicare or Medicare Replacement Plan crossover claim header

Clair	n Adjustment Details				-
You o	can enter up to five unique group codes	. You can repeat six combinations of reason code and adjustment amo	unt with each group	code.	
Click	the Remove link to remove the entire	row.			
#	Claim Adjustment Group Code	Reason Code	Adjustment Amount	Units	Action
Εc	lick to collapse.				
*Cla	aim Adjustment Group Code PR-Pa	tient Responsibility 🗸			
	*Reason Code 9 2				
	*Adjustment Amount 20.00	× Adjusted Units			
	Add Cancel				
	Save Cancel				
🛨 Clic	k to add a new other insurance.				
	Back to Step 1		Continue	Cancel	
		Reason codes			
	1 = Deductible	2 = Coinsurance	3 = Cop	ayment	t
				-	

Step 6: Medicare or Medicare Replacement Plan crossover claim header

						Refresh Othe	r Insurance
#	Carrier Name	Carrier ID	Group ID	TPL/Medica Amou	nre Paid nt	Paid Date	Action
] CI	ick to collapse.						
	*Carrier Name	Medicare	*Carrier II	08102			
	*Policy Holder Last Name	xxxxx	*First Name	×xxxx			MI
	Policy Holder Address			-			
	[
	City		State	✓ ZIP Code	• •	Coun	try 💙
	*Policy ID	XXXXXXXXXX	SSN				
	*Relationship to Patient	18-Self 🗸	*Claim Filing Code	MB-Medicare Pa	irt B		~
	Group ID		Policy Name	2			
т	PL/Medicare Paid Amount	25.00	Paid Date				
	Claim ID						
	Referral Number		Authorization Numbe	r			
	<u>Add</u> <u>Ca</u>	ncel					
lain	n Adjustment Details						
ou c	an enter up to five unique group c	odes. You can repeat six combinations	of reason code and adjustment amo	unt with each group	code.		
ick	the Remove link to remove the er	ntire row.					
¥	Claim Adjustment Group Cod	e Reaso	n Code	Adjustment Amount	Units	Action	
L	PR-Patient Responsibility	2-Coinsurance Amount		\$75.00		Remove	
<u>с</u>	lick to add a new claim adjustmen						18 & SOc
							SAMILY COOC
	Save <u>Cancel</u>						
۸	ftor the Claim	Adjustment Deter	ile window ie oo	mplotod	aliale	Savo	

JUMINISTRA

²³ and **Continue.**

Step 1: Medicare or Medicare Replacement Plan crossover claim at detail

Othe	r Insurance D	etails								=
#		Carrier Name	2	Carrier I	D	Group ID		TPL/Medica Amour	re Paid nt	Paid Date
1	Medicare			08102					\$25.00	-
Serv	ice Details									•
Selec	t the row numb	er to edit the ro	w. Click the Rem	ove link to remove th	ne entire row.					
#	From Date	To Date	Place	of Service		Procedure Code	Char	ge Amount	Units	Action
1	04/01/2018	04/01/2018	11-Office		99213-OFFI	CE/OUTPATIENT VISIT EST		\$125.00	1.00 Unit	Remove
	04/01/2018	04/01/2018	11-Office		92502-EAR	AND THROAT EXAMINATION		\$100.00	1.00 Unit	Remove
+ c	lick to add servi	ice detail.								

- Click on the Service Detail line
- The Service Detail line will expand
- Enter the Service Detail information and Click Add



Step 2: Medicare or Medicare Replacement Plan crossover claim at detail

Serv	ice Details								L
Selec	t the row numb	er to edit the ro	w. Click the Re	move link to remove th	e entire row.		· · · · · · · · · · · · · · · · · · ·		
#	From Date	To Date	Plac	e of Service	Pro	cedure Code	Charge Amount	Units	Action
1	04/01/2018	04/01/2018	11-Office		99213-OFFICE/0	DUTPATIENT VISIT EST	\$125.00	1.00 Unit	<u>Remove</u>
*	From Date 🛛	04/01/2018	To D	ate 🖲 04/01/2018	#Place	e of Service 11-Office			~
	*Procedure Code 0	99213-OFFICE/	OUTPATIENT V	ISIT EST		*Diagnosis Poin	ters 1 V		~
	Modifiers 0								
Cha	rge Amount	\$125.00	*(Jnits 1.00	*Unit Type	Jnit V EPSDT	Family Plan	EM	G
	Rendering Provider ID			Гуре 💙	Rende	ring Taxonomy			
	Line Item Control#								
Ot	ier Insurance	for Service De	tail						-
Clic	k the row num	per to edit the ro	w. Click the R	emove link to remove t	he entire row.				
#		Carrier ID		TPL/Medicare Pa	aid Amount	Paid Date		Action	
E	Click to collaps	e					ċ		
	*Other	Carriei 0810	2-Medicare			~			
	*TPL/Medica	are Paid 25.00 Amount)	*Paid	Date 0	2018			
		Add	<u>Cancel</u>						
•	Use the	e drop-d	own me	enu to choos	e the ins	urance that	was added	at the	AMILY & SO

- Add the payment received for that detail line and date of primary EOB.
- Click Add.

Step 3: Medicare or Medicare Replacement Plan crossover claim at detail

Select the row number to edit the row. Click the Remove link to remove the entire row. # From Date To Date Place of Service Procedure Code Charge Amount Units Actin 1 04/01/2018 04/01/2018 11-Office 99213-OFFICE/OUTPATIENT VISIT EST \$125.00 1.00 Unit Remove *From Date 0 04/01/2018 To Date 0 04/01/2018 *Place of Service 11-Office *Procedure 99213-OFFICE/OUTPATIENT VISIT EST *Diagnosis Pointers 1) *Order 0 99213-OFFICE/OUTPATIENT VISIT EST *Diagnosis Pointers 1 Charge Amount \$125.00 *Units 1.00 *Unit Type Charge Amount \$125.00 *Units 1.00 *Unit Type Rendering Taxonomy Charge Amount \$125.00 *Units 1	Service Details								-
# From Date To Date Place of Service Procedure Code Charge Amount Units Action 1 04/01/2018 04/01/2018 11-Office 99213-OFFICE/OUTPATIENT VISIT EST \$125.00 1.00 Unit Remove *From Date 0 04/01/2018 IT o Date 0 04/01/2018 *Place of Service 11-Office ~ ~ *From Date 0 04/01/2018 To Date 0 04/01/2018 *Place of Service 11-Office ~ ~ *Procedure 0 99213-OFFICE/OUTPATIENT VISIT EST *Diagnosis Pointers 1 ~ <td< td=""><td>Select the row nu</td><td>mber to edit the ro</td><td>w. Click the Re</td><td>move link to remove th</td><td>ne entire row.</td><td></td><td></td><td></td><td>_</td></td<>	Select the row nu	mber to edit the ro	w. Click the Re	move link to remove th	ne entire row.				_
1 04/01/2018 11-Office 99213-OFFICE/OUTPATIENT VISIT EST \$125.00 1.00 Unit Remote *From Date 0 04/01/2018 To Date 0 04/01/2018 *Place of Service 11-Office V V *Procedure 99213-OFFICE/OUTPATIENT VISIT EST *Diagnosis Pointers 1 V V V Code 0 99213-OFFICE/OUTPATIENT VISIT EST *Diagnosis Pointers 1 V <t< th=""><th># From Dat</th><th>e To Date</th><th>Plac</th><th>e of Service</th><th>Pro</th><th>cedure Code</th><th>Charge Amount</th><th>Units</th><th>Action</th></t<>	# From Dat	e To Date	Plac	e of Service	Pro	cedure Code	Charge Amount	Units	Action
*From Date @ 04/01/2018 To Date @ 04/01/2018 # *Place of Service 11-Office *Procedure 99213-OFFICE/OUTPATIENT VISIT EST *Diagnosis Pointers 1 * * * * * * * * * * * * * * * * * *	1 04/01/202	.8 04/01/2018	11-Office		99213-OFFICE/	OUTPATIENT VISIT EST	\$125.00	1.00 Unit	Remove
Click the row number to edit the row. Click the Remove link to remove the entire row. # Carrier ID TPL/Medicare Paid Amount Paid Date Action 1 08102 \$25.00 04/17/2018 Remove • Click to add a new other insurance. • • • NDC for Service Detail • • • • Save Cancel • • • • 2 04/01/2018 04/01/2018 11-Office 92502-EAR AND THROAT EXAMINATION \$100.00 1.00 Unit Remove	*From Date *Procedur Code Modifiers Charge Amour Renderin Provider I Line Iter Control	 04/01/2018 99213-OFFICE/ 9 125.00 1 125.00 1 125.00 1 <li< td=""><td>To Da OUTPATIENT VI</td><td>ate 0 04/01/2018 SIT EST Inits 1.00 Type</td><td>*Plac</td><td>e of Service 11-Office *Diagnosis Pointe Unit V EPSDT ering Taxonomy</td><td>ers 1 V N</td><td></td><td>✓</td></li<>	To Da OUTPATIENT VI	ate 0 04/01/2018 SIT EST Inits 1.00 Type	*Plac	e of Service 11-Office *Diagnosis Pointe Unit V EPSDT ering Taxonomy	ers 1 V N		✓
1 08102 \$25.00 04/17/2018 Remove Click to add a new other insurance. 04/17/2018 Remove NDC for Service Detail Image: Cancel Image: Cancel Image: Cancel 2 04/01/2018 11-Office 92502-EAR AND THROAT EXAMINATION \$100.00 1.00 Unit Remove	#	Carrier ID	JW. CIEK the Ke	TPL/Medicare Pa	id Amount	Paid Date		Action	
Click to add a new other insurance. NDC for Service Detail Note for Service Detail Save Cancel 2 04/01/2018 04/01/2018 11-Office 92502-EAR AND THROAT EXAMINATION \$100.00 1.00 Unit Remote	1	08102			\$25.00	04/17/2018		Remove	
NDC for Service Detail Save Cancel 2 04/01/2018 04/01/2018 11-Office 92502-EAR AND THROAT EXAMINATION \$100.00 1.00 Unit Remote	Click to add	a new other insura	ance.						
2 04/01/2018 04/01/2018 11-Office 92502-EAR AND THROAT EXAMINATION \$100.00 1.00 Unit Remo	NDC for Servi	ce Detail ce Detail <u>Save</u> Ca	incel						0
	2 04/01/201	.8 04/01/2018	11-Office		92502-EAR ANI	D THROAT EXAMINATION	\$100.00	1.00 Unit	<u>Remove</u>

Click on the line item with the insurance that you added to open it again.



Step 4: Medicare or Medicare Replacement Plan crossover claim at detail

Othe	er Insurance for Service Detail						E
Click	the row number to edit the row. Cl	ck the R	emove link to remove the entire row.				
#	Carrier ID		TPL/Medicare Paid Amount	Paid Date		Action	n
1	08102		\$25.00	04/17/2018		Remov	<u>e</u>
	*Other Carrier 08102-Med	licare		~			
,	*TPL/Medicare Paid \$25.00 Amount		*Paid Date 0 04/17/	2018			
Cla You Clic	im Adjustment Details u can enter up to five unique group ck the Remove link to remove the	codes. Yo	ou can repeat six combinations of reason v.	code and adjustment amo	ount with each g	group code.	
#	Claim Adjustment Group Co	le	Reason Code		Adjustment Amount	Units	Action
	Click to collapse.						
	*Claim Adjustment Group Code	PR-Patie	ent Responsibility				
	*Reason Code 🖲	2-Coins	urance Amount				
	*Adjustment Amount	100.00	Adju	sted Units			
	Add Can	<u>cel</u>					
	Save Cance	<u>:I</u>					

- Use the drop-down menu to choose PR Patient Responsibility.
- Choose the appropriate reason code.
- Add amount of coinsurance/deductible/copayment.
- Click Add and Save.



Step 5: Medicare or Medicare Replacement Plan crossover claim at detail

	er Insurance for Service Detail				
Click	the row number to edit the row.	lick the Remove link to remove the entire row.			
#	Carrier ID	TPL/Medicare Paid Amount	Paid Date	Actio	n
1	08102	\$12.50	03/10/2017	Remov	<u>'e</u>
	*Other Carrier 08102-Me	licare	~		
Cla You Cli	TPL/Medicare Paid \$12.50 Amount an Adjustment Details u can enter up to five unique grou ck the Remove link to remove the	*Paid Date • 03/10/20 • codes. You can repeat six combinations of reason entire row.	17 📰 code and adjustment amount with	n each group code.	
#	Claim Adjustment Group C	de Reason Code	Adjust	tment Units ount	Action
# 1	Claim Adjustment Group C	de Reason Code 2-Coinsurance Amount	Adjust Amo	tment Units ount \$10.00	Action Remove
# 1 ±	Claim Adjustment Group C PR-Patient Responsibility Click to add a new claim adjustm	de Reason Code 2-Coinsurance Amount	Adjust Amo	\$10.00 Units	Action Remove



Click Save.

Step 6: Medicare or Medicare Replacement Plan – additional details

Click	the Remove li	nk to remove t	he entire	e row.				
#	Claim Adjus	tment Group	Code	Re	eason Code	Adjustment Amount	Units	Action
	lick to collapse.							
*(laim Adjustm	ent Group Coo	de PR-	Patient Responsibility	~			
	,	*Reason Code	• 0 2-C	oinsurance Amount				
	*Adju	stment Amou	nt 75.0	00	Adjusted Units			
	A	<u>vdd</u>	<u>Cancel</u>					
	Sav	<u>re</u> <u>Ca</u>	<u>ncel</u>					
Serv	ice Details							E
Selec	t the row numb	er to edit the ro	w. Click	the Remove link to remove th	ne entire row.			
#	From Date	To Date		Place of Service	Procedure Code	Charge Amount	Units	Action
1	04/01/2018	04/01/2018	11-Offic	ce	99213-OFFICE/OUTPATIENT VISIT EST	\$125.00	1.00 Unit	Remove
2	04/01/2018	04/01/2018	11-Offic	ce	92502-EAR AND THROAT EXAMINATION	\$100.00	1.00 Unit	Remove
+ C	lick to add servi	ice detail.						



Step 7: Medicare or Medicare Replacement Plan – additional details

Othe	r Insurance for Service Detail				
Click	the row number to edit the row. Cl	ck the Remove link to remove the entire row.			
#	Carrier ID	TPL/Medicare Paid Amount	Paid Date		Action
1	08102	\$12.50	03/10/2017		Remove
	*Other Carrier 08102-Med	care	~		
Cla You Clic	TPL/Medicare Paid Amount im Adjustment Details I can enter up to five unique group ik the Remove link to remove the	*Paid Date • 03/10/20	17 🕱	th each group co	de.
#	Claim Adjustment Group Co	le Reason Code	Adju. Am	stment U Iount	nits Action
1	PR-Patient Responsibility	2-Coinsurance Amount		\$10.00	<u>Remove</u>
+	Click to add a new claim adjustme	nt.			
	Save Cance				
+ C	lick to add a new other insurance.				

Repeat these steps for EACH detail line to report the payment for each detail individually.



How to add attachments on the IHCP Portal



Adding claim attachments

When the primary EOB is required, use the "Attachments" feature



Submit the claim

Diag	nosis Codes							•
Othe	r Insurance D	etails						=
		Carrier Name		Carrier ID	(iroup ID	TPL/Medicare Paid Amount	Paid Date
1							\$0.00	-
Cond	lition Codes							÷
Serv	ice Details	3			24			=
	From Date	To Date		Revenue Code	HCF	CS/Procedure Code	Charge Amo	unt Units
1						1		1 Unit
Atta	hments							=
	Transn	nission Method		File		Control #	Attachn	sent Type
1	FT-File Transfe	r	Scar	nned from a Xerox Multifunction Device.	pdf (42K)		EB-Explanation of (Coordination of Medicare Second	f Benefits Benefits or Jary Payer)
No 0	ccurrence Cod	es exist for th	is claim					
No V	alue Codes exi	ist for this clai	m					
No S	urgical Proced	ures exist for	this claim					
No C	laim Notes exi	st for this clai	m					
							_	
	Back to	Step 1 Ba	ck to Step 2	Back to Step 3 Print Preview		Ce	offirm Cancel	
i						1		

Claim Status and Claim ID

	NA MEDICAID for Providers	Contact Us FAQs Logo
laima > Claim Receipt		
Delegate for	Role IDs Provider - In Network -	
Submit Institutional Cla	im: Confirmation	7
Institutional Claim Rece	ipt	
Your Institutional Claim was The Claim ID is	s successfully submitted. The claim status is FinalizedPayment.	
Your Institutional Claim was The Claim ID is Click Print Preview to view Click Copy to copy member Click Edit to resubmit the c	s successfully submitted. The claim status is FinalizedPayment. v the claim details as they have been saved on the payer's system. or claim data. laim.	



Claim filing limit

- The IHCP will mandate a 180-day filing limit for fee-for-service (FFS) claims, effective January 1, 2019 (tentative date)
- The 180-day filing limit will be effective based on date of service:
 - Any services rendered on or after January 1, 2019, will be subject to the 180-day filing limit
 - Dates of service before January 1, 2019, will be subject to the 365-day filing limit

Watch for future communications!





Claim filing limit

The following remain unchanged by the revised claim timely filing limit:

- Circumstances for exclusions, extensions, and waivers
- Claim submission, corrections/resubmissions, and adjustment guidance
- Processes and timeframes for requests for claim administrative review and appeals

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20



IHCP vendors and stakeholders



IHCP vendors

Posted on the Quick Reference Guide (QRG) on the <u>Contact Us</u> page at indianamedicaid.com

Provider General Provider Services Provider-Specific Information News, Bulletins, and	Banners QUICK LINKS
Provider Home / About Indiana Medicaid / Contact Us	Contact Us
Trovider Home / About Indiana Medicald / Contact 05	Verify Member Eligibility
CONTACT US	Check Claims Status
Do you pood to get in toyoh with the Indiana Llealth Coverage Dreasans (ILICD)? Lless	Access Provider Profile
are the best ways to contact us:	Code Sets/Tables
	Electronic Data Interchange
* THE IHCP QUICK REFERENCE GUIDE *	Professional Fee Schedule
Quick Reference Guide. Whether your question relates to members or providers, or you	Outpatient Fee Schedule
are looking for answere about claims, provider enrollment, pharmacy, or managed care,	Forms
the IHCP Quick Reference Guide can help. The quick reference also provides the telephone number for IHCP Customer Service.	Provider Reference Materials

IHCP stakeholders



Fee-for-Service	HIP	Hoosier Healthwise	Hoosier Care Connect
DXC	Anthem	Anthem	Anthem
CMCS Prior Authorization	CareSource MDwise MHS	CareSource MDwise MHS	MHS
Myers & Stauffer			
OptumRx			TESA SOCIAL OF
	*Not all IHCP progra	ams/contractors are listed.	EMINISTRATIO,

Helpful tools



Other helpful tools

- IHCP website at indianamedicaid.com
 - IHCP Provider Reference Modules
 - Medical Policy Manual
- Customer Assistance:
 - 8 a.m.-6 p.m. EST
 - Monday Friday
 - 1-800-457-4584
- IHCP Provider Relations field consultants
 - See the <u>Provider Relations Field Consultants</u> page at indianamedicaid.com
- Secure correspondence via the Provider Healthcare Portal
- Written Correspondence:

DXC Technology Provider Written Correspondence P.O. Box 7263 Indianapolis, In 46207-7263





