



Submit Social Service Claims



Submit Social Service Claims



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Definitions



Transforming lives

Client ID: The client's ProviderOne ID number, 9 digits followed by WA, ex: 123456789WA.

EFT: Electronic Funds Transfer, also called direct deposit. This is an electronic payment sent directly into your bank account on file.

Provider ID: The providers ID number for ProviderOne, 7 digits. This is the same as the Domain number. You will see this listed on the authorization with a 2 digit location code such as 01, *ex: 123456701.*

Remittance Advice: An explanation of each claim payment including paid claims and amounts, overpayments, denied claims and denial reasons.

TCN: Transaction Control Number; also called the claim number. This is an 18 digit number assigned to a claim for tracking purposes.

Warrant: A paper check issued for claim payments.





Basic Billing Details





With ProviderOne, you can determine when and how often you are paid based on when you submit claims. You can enter claims at any time.

ProviderOne pays on Fridays. Claims submitted by 5pm on Tuesdays may be paid as follows:

- If you have EFT (Electronic Funds Transfer/ Direct Deposit) your payment will be in your account on Friday.
- If you are paid by warrant, it will be put in the mail on Friday.
- When you are paid your Remittance Advice (RA) will be posted in ProviderOne on Friday.

Note:

Claims successfully entered after the weekly deadline of 5pm on Tuesday will be paid on Friday of the next week.

Holidays may delay receipt of paper warrants dependent on mailing schedules. Check with your local post office for more information about holiday mailing schedules.

Weekly Pay Schedule

Sun Mon Tue Wed Thu Fri Sat

					1	2	3				
	4	5	6	7	8	9	10	-			
	11	12	13	14	15	16	17	-			
	18	19	20	21	22	23	24				
	25	26	2 7	28	29	30					
L											
		+			Possible p	aydays.	Refer to y	/our			
Dead subr	dline is 5 nit claim	pm each s and rec	Tuesday eive	to	method of payment description for more details.						
payr	nent the	tollowing	j Friday.								



Pay Periods



To be paid every two weeks:

- Submit your claims within the 7 day period ending on Tuesday of the payment week.
- When you are paid, your RA will be posted in ProviderOne on Friday.

Note:

Claims successfully entered after the weekly deadline of 5pm on Tuesday will be paid on Friday of the next week.

Holidays may delay receipt of paper warrants dependent on mailing schedules. Check with your local post office for more information about holiday mailing schedules.

Two Week Pay Schedule

Sun Mon Tue Wed Thu Fri Sat

						1	2	3		
	4	5	6	7		8	9	10		
	11	12	13	14	•	15	16	17		
	18	19	20	21	-	22	23	24		
	25	26	27	28	\$	29	30			
1										
		*				Possible mothod	e paydays	s. Refer to	o your	
)e sul	adline is bmit clai	5pm eac ms and re	h Tuesda eceive	iy to	for more details.					
a	yment th	e followiı	ng Friday	·.						



Pay Periods



To be paid <u>monthly</u>:

- Choose your Friday payday.
- To receive payment the first week of the following month submit your claims within the first 7 day period of that month. (See calendar)
- When you are paid, your RA will be posted in ProviderOne on Friday.

Month of service	First Available Claim Dates of New Month
5pm Tuesday Deadline	Pay Date

Note:

Claims successfully entered after the weekly deadline of 5pm on Tuesday will be paid on Friday of the next week.

Claiming for an entire month will result in varying pay dates throughout the year depending on what day of the week the month ends and its relationship to the first Tuesday and Friday of the new month.

Month Service Was Performed

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	2 7	28	29	30	1

Following Month

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	2 7	28	29
30	31					

Claims submitted before the first available Tuesday will process that evening for payment the following Friday. You may not bill for future dates. To bill for an entire month, submit clams the first available date of the new month.





Your authorization will have a certain number of units that you are authorized to provide for a given service code and date range. Different service codes can have different types of units, your authorization will also tell you what the unit type is. The possible types of units you may be authorized for are:

1/4 Hour: 1 unit = 15 minutes.

1/2 Hour: 1 unit = 30 minutes.

Hour: 1 unit = 60 minutes.

Each: 1 unit per each occurrence of the service.

Per visit: 1 unit per visit that led to performance of the service. (May have multiple visits on the same day).

Mile: 1 unit per mile driven to provide the service.

Daily: 1 unit = 1 day.

Monthly: 1 unit = 1 month.

Note:

Each service line spans a single day, all units of a specific code for the same day should be on the same line. (See Date Range, pg. 9, for daily & monthly unit types)

The number of units provided on each day of service can be more than 1. (Except daily and monthly units)





Daily and Monthly date ranges:

Date range from and to dates must be consecutive (in a row with no breaks), within the same calendar month, and use daily or monthly units.

The number of units must equal the number of days in the range for daily unit types or 1 unit for the month within the range for monthly unit types.

When you add service lines, the date range will be a single service line. A note will appear on your billing page telling you that the date range will be broken down into individual daily service lines when the claim is processed. (More details in Submitting Basic Bill, pg.)

A date range, or span, can only be used when:

- Unit Type = daily or monthly.
- Days were worked consecutively.
- The date range is within the same calendar month.
- The number of units match the number of days, for daily units.
- For monthly unit types, 1 unit per range. The maximum date range is one calendar month, date ranges of less than a month will be prorated by ProviderOne.





Submit Basic Bill



Submit Basic Bill



This section is on how to submit a basic bill.

This process is direct entry, meaning that you will in all the needed billing information into a billing form.

The direct entry process is the basis for building and submitting templates and for adjusting claims.

To submit a basic bill:

- Log in to ProviderOne using the 'EXT Provider Social Services' profile,
- Click on 'Social Service Billing Screen'.

Note:

You must turn off your pop-up blocker before you begin billing.

Provider ne My Inbox -										
🖞 👤 Terry, Tavares J 🔻 Profile: EXT Prov	ider Social Services	皆 Notepad 🛛 🌲 Reminder	🚱 Exterr	al Links	🚔 Print	😗 Help				
> Provider Portal	ila, EVT Draw	idar Caaial Carui								
ProviderOne Id/NPI :	IIE: EXT PION	ider social servi	ces							
Online Services	ManageAlerts				_					
Payments 🗸	My Reminders					*				
View Payment										
Provider 🗸 🗸	III Your Recent Onlin	e Activities	^		Calendar	^				
Provider Inquiry Manage Provider Information	r Inquiry You have logged in with Account with IP Address Provider Information Previous Site Visit: 06/05/2017 07:54:00 AM									
Admin 🗸	Last Login Password Char	nge: 04/26/2017 02:48:16 PM		Tuesday	2017					
Change Password Maintain Users		thorization and Billing		+	2017 June	• •				
Social Services Authorization and Billing 🔹	Social Scivices Au	anonzadon ana Dining	*	Su M	o Tu We T	h Fr Sa				
Social Service Claim Inquiry	Social Service Cla	im Inquiry		4 5	5 6 7 8	2 3 9 10				
Social Service Claim Adjustment/Void	Social Service Cla	im Adjustment/Void		11 1	2 13 14 1	5 16 17				
Social Service Batch Upload	Social Service Bill	ing Screen		18 1 25 2	9 20 21 2 6 27 28 2	2 23 24 9 30				
Social Service Batch Upload Status	Social Service Bat	tch Upload			Today					
Social Service Resubmit Denied/void Social Service Retrieve Saved Claims	Social Service Bat	ch Upload Status								
Social Service Manage Templates Social Service Create Claims from Saved	Social Service Res	submit Denied/Void								
emplates	Social Service Ret	rieve Saved Claims								
Social Service Manage Batch Submission Social Service View Authorization List	Social Service Ma	nage Templates								
	Social Service Cre	ate Claims from Saved								
	Templates									
	Social Service Ma	nage Batch Submission								
	Social Service Vie	w Authorization List								



Submit Basic Bill



The 'Social Service Billing Screen' appears.

Enter the following information:

- 'Provider ID' (7 digit domain plus 2 digit location code),
- 'Client ID' (Client ID ends in WA),
- Authorization Number

Note:

You must turn off your pop-up blocker before you begin billing.

Asterisks (*) denote required fields.

The billing information is taken directly from the authorization.

Exporting the authorization to an Excel file allows you to copy and paste information for accuracy.

Check your authorization before each billing. Authorizations may change.

Provider the My Inbox	•					
🖒 💄 Terry, Tavares J 👻 Pro	ofile: EXT Provider Social Services		La N	otepad	👃 Reminder	External Links
👫 > Provider Portal > Social Servi	ice Billing Screen					
Close	ibmit Claim					
Social Service Billing	Screen					
Note: asterisks (*) denote required	fields.					
Billing Provider Subscriber Clair	m Service					
						Submitter ID:
PROVIDER INFORMA	TION					
BILLING PROVIDER	4					
* Provider ID:						
SUBSCRIBER/CLIEN	TINFORMATION					
SUBSCRIBER/CLIENT						
* Client ID:						
	N					
1. * Authorization Number:						
BASIC LINE ITEM INF	ORMATION					
BASIC SERVICE LINE ITEMS						
	mm dd ccyy		r	nm dd	ссуу	_
*Service Date From:			* Service Date To:			
* Service Code:			Modifiers: 1:	2:	3:	4:
Patient Account No:			* Units:			
	(Add Service Line Item	✔ Update Service Line Item			





Under 'Basic Line Item Information' fill out the following information:

- Enter 'Service Date From',
- Enter 'Service Date To',
- Enter 'Service Code',
- Enter 'Modifier' (if applicable),
- Enter 'Units'. (see unit types)

Note: Asterisks (*) denote required fields.

BASIC LINE ITEM INFORMATION





Submit Basic Bill



Electronic Visit Verification (EVV) Items:

If you are billing for a Home Care Agency or Consumer Directed Employer providing personal care services to independent living clients, then EVV information is required to be submitted with your claims. Click on the red + to expand this section.

Note:

If you are not billing for a Home Care Agency or Consumer Directed Employer providing personal care services to independent living clients you can skip this and the next page (14, 15, & 16) and resume on page 17.

	mm	dd	ссуу	
*Service Date From:				
* Service Code:				
Patient Account No:				
ELECTRONIC VISIT VERIFICATION (EVV) I	TEMS		

ELECTRONIC VISIT VERIFICATION (EVV) ITEMS	
SS Servicing Only ProviderOne ID:	
Hours Minutes Seconds	Hours Minutes Seconds
Service Start Time:	Service End Time:
Longitude (+/-000.00000 to 180.00000) Latitude (+/-00.00000 to 90.	00000) Longitude (+/-000.00000 to 180.00000) Latitude (+/-00.00000 to 90.00000)
Service Start Time Geo-Data:	Service End Time Geo-Data:
Client-Provider Proximity for Start Time: OYes No	Client-Provider Proximity for End Time: OYes No
	Client Verification for End Time: OYes No





- In order to meet the Cures Act requirements, these fields are required:
 - \Rightarrow SS Servicing Only ProviderOne ID,
 - \Rightarrow Service Start/End Time,
 - \Rightarrow Service Start/End Time Geo-Data.
- These fields are optional at this time:
 - ⇒ Client-Provider Proximity for Start/End Time, this refers to if your EVV solution verifies that the provider and the client are nearby at the time the service starts/ends, such as through location technology or an affixed electronic device at the client's location.
 - ⇒ Client Verification for End Time, this refers to if your EVV solution includes having the client verify that the service was performed at the end of the service episode.

ELECTRONIC VISIT VERIFICATION (EVV) ITEMS											
SS Servicing Only ProviderOne ID:	123456	67									
	Hours	Minutes	Seconds	5		Hours	Minutes	Seconds			
Service Start Time:	10	10	10		Service End Time:	11	11	11			
	Longitude	(+/-000.00	000 to 180	0.00000) Latitude (+/-00.00000 to 90.00000)		Longitude	e (+/-000.00	000 to 180.0000	0) Latitude (+/-0	0.00000 to 90.00000)	
Service Start Time Geo-Data:	000.00	00		00.0000	Service End Time Geo-Data:	000.00	000		00.0000		
Client-Provider Proximity for Start Time:	OYes (No		CI	ient-Provider Proximity for End Time:	OYes (No				
	Client Verification for End Time: OYes No										
-											





Notes about Geo-Data:

- All Geo-Data entries must be entered to at least 4 decimal places.
- Geo-Data is required if the Service Start/End Time is at the client's home.
- Geo-Data is optional if the Service Start/End Time is in the community, however, your claim will be denied if either of these fields are left blank.
 - ⇒ Please include the generic Longitude/Latitude values of 000.0000 and 00.0000 if you do not capture Geo-Data in the community.

ELECTRONIC VISIT VERIFICATION	VV) I	rems												1
SS Servicing Only ProviderOne ID: 123	567													
Hours	Minu	tes S	econds						Hours	Minutes	Seconds			
Service Start Time: 10	10	ŀ	10					Service End Time:	11	11	11			
^{Ser} Service Start Time Geo-D	Lon 180 ta: 00	gitude .00000 00.000	(+/-000.)) 00	00000 to	Latit 90.0	tude (+/-00.000 00000) 0.0000	000 to	Service End Time Geo-Data:	Longitud	e (+/-000.00	0000 to 180	0.00000)	Latitude (+/-00.00000 to 6	90.00000)
Client-Provide				0	Add Se	ervice Line Item	u Vpda	Provider Proximity for End Time: Client Verification for End Time: ate Service Line Item	●Yes (●Yes (⊃No ⊃No				





Once all billing information is entered, select 'Add Service Line Item'.

III BASIC LINE ITER		RMATI	ON							
BASIC SERVICE LINE IT	EMS									
	mm	dd	ссуу				mm	dd	ссуу	
*Service Date From:	01	01	2017			* Service Date To:	01	31	2017	
* Service Code:	T1020					Modifiers: 1:	U1	2:	3:	4:
Patient Account No:						* Units:	31			
				🛛 Add S	Service Line Item	Update Service Line	ltem			





When billing for services that have the DAILY unit type ProviderOne will display a message in red that says:

The service line will be split into separate service lines; one for each day within the span you have entered. (This is only applicable when submitting more than one Date of Service.)

Note:

ProviderOne will display instructional information before this message if any data entered is incorrect, i.e., **Provider ID**, **Client ID**, **Authorization Number**; or if **Service Date To** is earlier than **Service Date From**. Correct data per the message and continue.



The service line will be split into separate service lines one for each day within the span you have entered.

Social Service Billing Screen





The 'Basic Service Line Items' section clears. This allows entry of any subsequent service lines before submitting your claim, i.e., billing for multiple months.

Additional service lines must be for the same authorization. Different service codes are allowed if they are from the same authorization.

A claim service line appears under 'Previously Entered Line Item Information'. The claim service line will show service dates, service code and modifier, as well as units entered. The total charges submitted will also be available to view.

BAS	IC SERVICE I	INE ITEMS							
	*Service Date	mm e From:	dd ccyy					* Servio	ce Date To:
	* Service	e Code:						N	Modifiers: 1: 2: 3: 4:
	Patient Acco	unt No:							* Units:
				Add Serv	ice Line	e Item		* Update	e Service Line Item
Prev	iously Entere	d Line Item I	Information						
Clic	k a Line No. b	oelow to view	/update that Line	Item Infor	matio	n.			Total Charges Submitting: \$ 5398.03
Line	Service Dates	5	Samuica Cada	Modifi	ers			Unite	
No	From	То	Service Code	1	2	3	4	Units	
1	01/01/2017	01/31/2017	T1020	U1				31	Delete

Check the line information for accuracy.



Note: You can add up to 31 service lines per claim.



To enter additional service lines there are two options.

Option 1:

- Enter basic service line information in the cleared fields
 - \Rightarrow Service Date From/To,
 - \Rightarrow Service Code,
 - \Rightarrow Modifier,
 - \Rightarrow Units.
 - Click on 'Add Service Line Item'. (The new service line appears; shown below as line #2.)

BAS	BASIC SERVICE LINE ITEMS													
		mm	dd	ссуу	4						mm	dd	ссуу	4
	*Service Date	e From: 02	01	2017					* Serv	vice Date To:	02	28	2017	
	* Service	Code: T10	20		È.				\Rightarrow	Modifiers: 1:	U1	2:	3:	4:
	Patient Acco	unt No:								* Units:	28			
Prev	Add Service Line Item Vupdate Service Line Item Previously Entered Line Item Information													
Click	c a Line No. b	elow to view	v/update t	hat Line Iten	n Inforn	natio	n.			Total Charg	ges Subr	nitting: \$	5 10273.67	
Line	Service Dates	5	Famileo C	ada	Modifie	ers			Unite					
No	From	То	Service Co	Jue	1	2	3	4	units					
1	01/01/2017	01/31/2017	T1020		U1				31	Delete				
2	02/01/2017	02/28/2017	T1020		U1				28	Delete				





Option 2:

- Click on a service line number,
- The entered service line information populates,
- Enter new data,
- Click on 'Add Service Line Item'.
- New service line appears. (Shown below as line #3.)

BAS	IC SERVICE LI														
		mm	dd	ссуу							mm	dd	ссуу		
L	*Service Date	From: 03	01	2017				_	* Serv	ice Date To:	03	31	2017		
	* Service	Code: T10	20		En	ter ne	ew da	ita	\leq	Modifiers: 1:	U1	2:	3:	4:	
L	Patient Accou	nt No:								* Units:	31				
Prev	Previously Entered Line Item Information														
Click	c a Line No. be	elow to view	v/update t	hat Line Ite	m Inforn	natio	n.			Total Charg	jes Subr	mitting	: \$ 156/1.70		
Line	Service Dates		Service Co	ode	Modifie	rs			Units						
No	From 1	Го			1	2	3	4							
1	01/01/2017 0	01/31/2017	T1020		U1				31	Delete					
2	02/01/2017 0	02/28/2017	T1020		U1				28	Delete					
3	03/01/2017	03/31/2017	T1020		U1				31	Delete					





Editing a Service Line:

You may see the information previously entered has an error. To correct the data so that the service line is correct:

- · Select the line number you wish to edit,
- The service line data appears,
- Make the needed correction to the service line data,
- Now select 'Update Service Line Item'.

Note:

The new data you have entered will now be shown on the chosen line. (Shown below as line #2.)

BAS	IC SERVICE L	INE ITEMS												
		mm	dd	ссуу							mm	dd	ссуу	
L	*Service Date	From: 03	01	2017				_	* Serv	vice Date To:	03	31	2017	
L .	* Service	Code: T102	20		En	iter n	ew da	ita	\leq	Modifiers: 1:	U1	2:	3:	4:
L	Patient Accou	unt No:								* Units:	31			
Prev Click	Add Service Line Item Previously Entered Line Item Information Click a Line No. below to view/update that Line Item Information. Total Charges Submitting: \$ 15671.70													
Line	Service Dates	;	Service Co	de	Modifie	ers			Units					
No	From	То	Service co		1	2	3	4	onnes					
1	01/01/2017	01/31/2017	T1020		U1				31	Delete				
2	02/01/2017	02/28/2017	T1020		U1				28	Delete				
3	03/01/2017	03/31/2017	T1020		U1				31	Delete				





Deleting a Service Line:

You may have need to remove a previously added service line. To remove the service line:

- Determine which line needs to be deleted in the 'Previously Entered Line Item Information' section,
- Click 'Delete' at the end of the line you wish to remove,

Previously Entered Line Item Information												
Clic	Click a Line No. below to view/update that Line Item Information.											
Line	ne Service Dates Modifiers											
No	From	То	Service Code	1	2	3	4	onits				
1	09/21/2019	09/21/2019	T1019					1	Delete			
2	09/22/2019	09/22/2019	T1019					1	Delete			

• The line disappears from the claim.

Line	Service Dates		Service Code	Modifiers					
No	From	То	Service Code	1	2	3	4	Units	
1	09/21/2019	09/21/2019	T1019					1	Delete





Once all service line information is entered and checked for accuracy, click '**Submit Claim**' at the top of the screen.



Note:

If submitting a claim with the pop-up blockers on, the claim information will remain on the screen. Providers should turn off pop-up blockers before logging in to ProviderOne.

Attempting to click '**Submit Claim**' again will return an error message that says: The information you are trying to submit has been queried by another user.

To remedy this, log out of ProviderOne, turn off your browser's pop-up blockers, then log in to ProviderOne again and return to the billing screen to start over.





With the pop-up blockers turned off, select 'Submit Claim'. The 'Submitted Social Service Claim Details' screen appears.

Here you will see the TCN, Provider ID, Client ID, Date of Service and Total Claim Charge.

Note: 'No Records Found!' refers to attachments such as backup documentation. Social Service providers will not add attachments.

	Print 🤅	Help		TCN				
				IUN				
	Submitte	d Social Serv	ice Claim Details:	Provider ID:	THE REAL PROPERTY.			^
			TCN: Provider ID:	Client ID:	The second second			
			Client ID: Date of Service:	Date of Service:	: 01/01/2017-01/31/20	17		
Disco	a aliak "Add	Attachmont" bu	Total Claim Charge:	Total Claim Charge:	\$ 5398.03			
Please	e click Auu	Attachiment Du	tion, to attach the docum					Add Attachment
	Attachm	ent List:						*
	Line No	File Name	Attachment Type	Transmission Code	Attachment Control #	File Size	Delete	Uploaded On
	▲ ▼	▲ ▼	▲ ▼	△▼	▲ ▼	▲ ▼	▲ ▼	▲ ▼
				No Records Fou	nd !			
						Print Details	Print Cove	er Page Submit





When you see the 'Submitted Social Service Claim Details' screen you may want to record the information. You may print, print to a file on your machine or record this information in another manner.

However, your claim has not yet been submitted

To submit the claim, you must click on the '**Submit**' button *(located in the bottom right corner of the page)* to complete the claims submission and send the claim to ProviderOne for processing.

	Print (9 Help				
	Submit	ted Social Serv	ice Claim Details:			*
			TCN: #			
			Provider ID:			
			Client ID:	CONTRACTOR OF		
			Date of Service: 0	1/01/2017-01/31/2017		
			Total Claim Charge: \$	5398.03		_
Pleas	e click "Ad	d Attachment" bu	tton, to attach the docume	ents.		Add Attac nt
	Attachn	nent List:				
	Line No	File Name	Attachment Type	Transmission Code △▼	Attachi	A Print Details
				No Records For	und !	
						Print Details Print Cover Page Submit





Saved Claims



Save Basic Bill



You may need to stop your work and return to complete it at a later time.

To save a basic bill:

- While in the 'Social Service Billing Screen',
- Make sure you have filled out at least these three fields:
 - \Rightarrow 'Provider ID',
 - \Rightarrow 'Client ID',
 - \Rightarrow 'Authorization Number'.
- Click on 'Save Claim'. (Located near the top left of the screen.)
- Confirm that you would like to save the claim by pressing 'OK' on the pop -up message.

Close Save Claim	Submit Claim Reset
♥ Close Save Claim ♥ Submit Claim ♥ Reset	
III Social Service Billing Screen	
Note: asterisks (*) denote required fields.	
Billing Provider Subscriber Claim Service	
	Message from webpage
# PROVIDER INFORMATION	
BILLING PROVIDER	
* Provider ID:	Do you want to save the Claim?
SUBSCRIBER/CLIENT INFORMATION	
SUBSCRIBER/CLIENT	OK Cancel
* Client ID:	
1. * Authorization Number:	





In order to retrieve a claim you have saved:

- Log in to ProviderOne using the 'EXT Provider Social Services' profile,
- Click on 'Social Service Retrieve Saved Claims'.
- Click on the next to the claim you want to retrieve.

Note:

You can see that a TCN has been created for the claim, however, this TCN is not known to ProviderOne for claims processing until you complete the claim submission.

	Social Se	rvices A	uthorization	and Billing	*					
	Social Se	ervice Cl	aim Inquiry							
	Social Se	ervice Cl	aim Adjustm	ent/Void						
- I	Social Se	ervice Bi	lling Screen							
·	Social Se	ervice Ba	atch Upload							
	Social So	ervice Ba	atch Upload	Status						
	Social Se	ervice Re	' esubmit Deni	ied/Void						
Provider ne My I	Social Se	ervice Re	etrieve Saveo	d Claims						
	Social Se	ervice M	anage Temp	ates						
) 🕺 Terry, Tavares J 🔻	Social Se	ervice Ci	reate Claims	from Saved		epad	Reminder	🚱 External	Links	ê Print
> Provider Portal > Save	Templates	5	outo olumio	nom ourou						
Close O Delete	Social Se	ervice M	anage Batch	Submission						
	Social Se	ervice Vi	ew Authoriza	ation List						
Saved Social Ser	rvice Claims	s List								
			(0-1					0.	
ilter By :				And					O G0	J
								8	Save Filte	r ▼M
Link TC	N	Authori	zation Number	Provider ID	(lient ID		Client Name		User I
			A V	A V		A V		A V		
 044.000 	an -	a de la composition de la comp	1	1000	10.07	WA	0.0400.0	446,0650		1 myrs
View Page: 1	⊙ Go + F	Page Count		Viewing Page: 1				🕊 First 🔇	Prev	> Next
SaveToXLS										



Retrieve Saved Claim



Transforming lives

Once the claim you wish to finish has been selected, the basic billing screen appears.

The previously saved information will populate. From here the process continues the same as submitting any other claim. (Refer to <u>pgs. 13-25</u> for instructions.)

Note: If submitting a claim with the pop-up blockers on, the claim information will remain on the screen. Attempting to click 'Submit Claim' again will return an error message that the information you are trying to submit has been queried by another user. To remedy this, close out of the screen you are on, turn off your browser's pop-up blockers, then re -enter the billing screen and submit a new claim.

Close Save Claim	Submit Claim					
Social Service Bi	lling Screen					
Note: asterisks (*) denote red	quired fields.					Billin
Billing Provider Subscriber	Claim Service					
					Submitter ID:	T REPORT
III PROVIDER INFO	RMATION					
BILLING PROVIDER						
* Provider ID:						
SUBSCRIBER/C	LIENT INFORMATION					
SUBSCRIBER/CLIENT						
* Client ID:	A					
	TION					
1. * Authorization Number:	100-0100					
BASIC LINE ITE						
BASIC SERVICE LINE IT	EMS					
	mm dd ccyy			mm dd	ссуу	
*Service Date From:			* Service Date To:			
* Service Code:		Enter new o	Modifiers: 1:	2:	3:	4:
Patient Account No:			* Units:			
	O AC	dd Service Line Item	✔ Update Service Line	Item		
Previously Entered Line	Item Information					
Click a Line No. below to	view/update that Line Item	Information.	Total C	harges Submitting	\$ 0.00	
Line Service Dates	Service Code	Modifiers	Units			



Common Adjustment & Denial Codes Provider and

Transforming lives

Below is a short list of common Adjustment Reason and Remarks Codes you may find on your Remittance Advice (RA)

RA adjustment reason/remark code/description	Possible causes	Provider action
142- Monthly Medicaid patient liability amount.	Client responsibility (participation) applied to the claim	You must collect this amount from the client
198- Precertification/authorization exceeded	Social Service Authorization Approved Units have already been claimed	Contact your case worker if you question the number of units authorized
16-Claim/service lacks information or has submission/billing error(s) which is needed for adjudication	 Claimed dates of service are not within the authorization period The authorization line is in error 	 Contact your case worker if you have questions about the authorization dates Contact your case worker if you have questions about authorization errors
18- Exact duplicate claim/service	 Claimed the same units on two different lines for the same day, or Claim is an exact duplicate of one already submitted 	 Adjust the claim and report the number of units on a single claim line No action is needed if duplication was unintended.
177-Patient has not met the required eligibility requirements	The client is not financially eligible	Contact your case worker if you have questions
A1-Claim/Service denied	The authorization is in cancelled status	Contact your case worker if you have questions
B7-This provider was not certified/eligible to be paid for this procedure/service on this date of service	Your contract may be expired.	Contact your contract manager or case worker if you have questions
N54-Claim information is inconsistent with pre-certified/authorized services	Authorization line is in error	Contact your case worker if you have questions
N63-Rebill services on separate claim lines	A separate claim line is required for each date of service for the service/procedure code entered	If you are billing quarter hour units or for each unit types, do not use a date span (example: 1/1/2015 to $1/31/2015$) to bill. Adjust the claim to reflect separate claim lines for the date of service for each service provided and resubmit claim
N362 : The number of Days or Units of Service exceeds our acceptable maximum	Too many units claimed. Example: Provider billed two units on monthly units or provider billed two units on daily units with one day date span	Change the number of units to the correct amount and resubmit your claim