



COVID-19 Vaccine claim template billing

April 2021

Advantages to using templates

- Allows providers to save claim details such as provider and claim line information which reduces time spent later when submitting individual claims for vaccine administration.
- To submit the claim, the provider simply adds client information and the date of service.

Topics

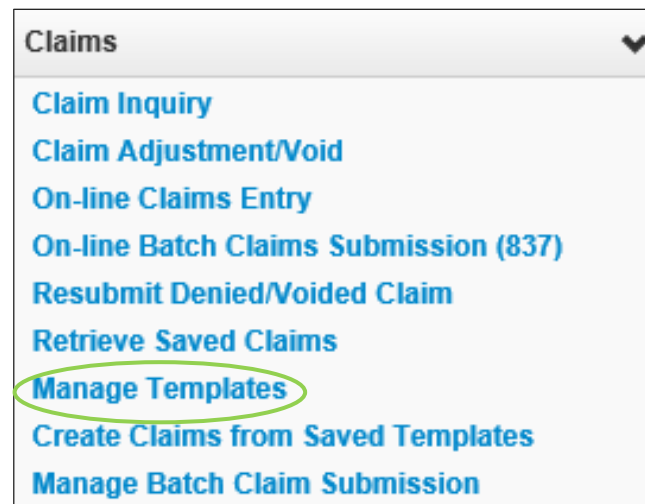
- Create professional claim templates
- Submit individual claims from templates

Creating a claim template

- Log into the ProviderOne portal
 - www.waproviderone.org
 - Use one of the following system profiles
 - EXT Provider Claims Submitter
 - EXT Provider Eligibility Checker/Claims Submitter
 - EXT Provider Super User

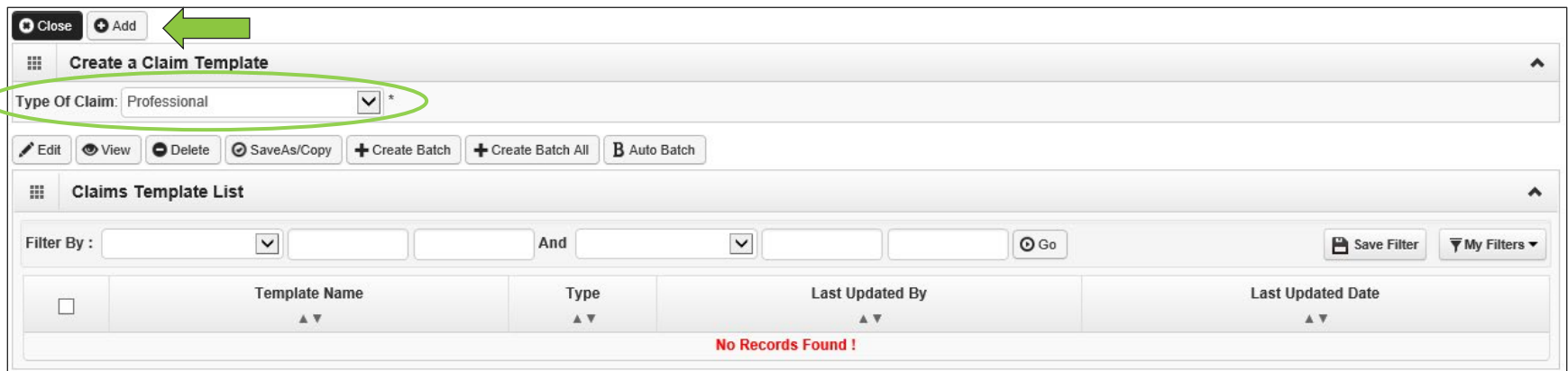
Creating a claim template

- Select **Manage Templates** from the Provider Portal:



Creating a claim template

- On the Create a Claim Template screen, choose **Professional** from the **Type of Claim** dropdown and click the **Add** button.



The screenshot shows the 'Create a Claim Template' interface. At the top left, there are 'Close' and 'Add' buttons. A green arrow points to the 'Add' button. Below this is the 'Create a Claim Template' header. The 'Type of Claim' dropdown menu is highlighted with a green circle and shows 'Professional' selected. Below the dropdown are buttons for 'Edit', 'View', 'Delete', 'SaveAs/Copy', 'Create Batch', 'Create Batch All', and 'Auto Batch'. The main section is titled 'Claims Template List' and contains a filter section with 'Filter By:' dropdowns, 'And' dropdown, and 'Go' button. Below the filter section is a table with columns: 'Template Name', 'Type', 'Last Updated By', and 'Last Updated Date'. The table is currently empty, and a red message 'No Records Found!' is displayed at the bottom of the table area.

Creating a claim template

- Enter a Template Name.
- When creating a template name, it might be helpful to incorporate the manufacturer, dose, and/or procedure code as the template name.

* Template Name:	<input type="text" value="0001A - Pfizer Shot 1"/>
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Creating a claim template

- Under the **Provider Information** section enter the Billing Provider NPI and Taxonomy Code.

PROVIDER INFORMATION	
Go to Other Claim Info to enter information for Referring, Purchasing, Supervising and other providers.	
BILLING PROVIDER	
* Provider NPI:	<input type="text"/>
* Taxonomy Code:	<input type="text"/>




Creating a claim template

- Select **No** for the rendering provider and enter the Rendering (Performing) Provider NPI and Taxonomy Code
- Select **No** for the Referring Provider.

 * Is the Billing Provider also the Rendering Provider?	<input type="radio"/> Yes <input checked="" type="radio"/> No
RENDERING (PERFORMING) PROVIDER	
* Provider NPI: <input type="text"/>	* Taxonomy Code: <input type="text"/>
 * Is this service the result of a referral?	<input type="radio"/> Yes <input checked="" type="radio"/> No

Creating a claim template

➤ Answer **No** to the following required questions.

	Is this claim for a Baby on Mom's Client ID?	<input type="radio"/> Yes <input checked="" type="radio"/> No
	* Is this a Medicare Crossover Claim?	<input type="radio"/> Yes <input checked="" type="radio"/> No
	* Is this claim accident related?	<input type="radio"/> Yes <input checked="" type="radio"/> No

Creating a claim template

- Select the **Place of Service** from the dropdown.

CLAIM DATA

Patient Account No.:

* Place of Service:

- Enter ICD-10 **Diagnosis Code Z23** (encounter for immunization), excluding the decimal.

Diagnosis Codes: *	1: Z23	2: <input type="text"/>	3: <input type="text"/>	4: <input type="text"/>	5: <input type="text"/>	6: <input type="text"/>
	7: <input type="text"/>	8: <input type="text"/>	9: <input type="text"/>	10: <input type="text"/>	11: <input type="text"/>	12: <input type="text"/>

Creating a claim template


- Enter the **Basic Service Line Items**.
 - Procedure Code
 - Submitted Charges
 - Diagnosis Pointers
 - Units
- Do not enter the **Service Date From** or **Service Date To**. These will be added later when you are ready to submit claim.

BASIC SERVICE LINE ITEMS

<p>* Service Date From: <input type="text" value="04"/> <input type="text" value="01"/> <input type="text" value="2021"/></p> <p>Place of Service: <input type="text" value=""/> <input type="button" value="v"/></p> <p>* Procedure Code: <input type="text" value="0001A"/></p> <p>* Submitted Charges: \$ <input type="text" value="40.00"/></p> <p>* Units: <input type="text" value="1"/></p>	<p>* Service Date To: <input type="text" value="04"/> <input type="text" value="01"/> <input type="text" value="2021"/></p> <p>Modifiers: 1: <input type="text" value=""/> 2: <input type="text" value=""/> 3: <input type="text" value=""/> 4: <input type="text" value=""/></p> <p>Diagnosis Pointers: * 1: <input type="text" value="1"/> <input type="button" value="v"/> 2: <input type="text" value=""/> <input type="button" value="v"/> 3: <input type="text" value=""/> <input type="button" value="v"/> 4: <input type="text" value=""/> <input type="button" value="v"/></p>
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Creating a claim template

- After entering the service line data, click on the **Add Service Line Item** button to add the line data to the template.



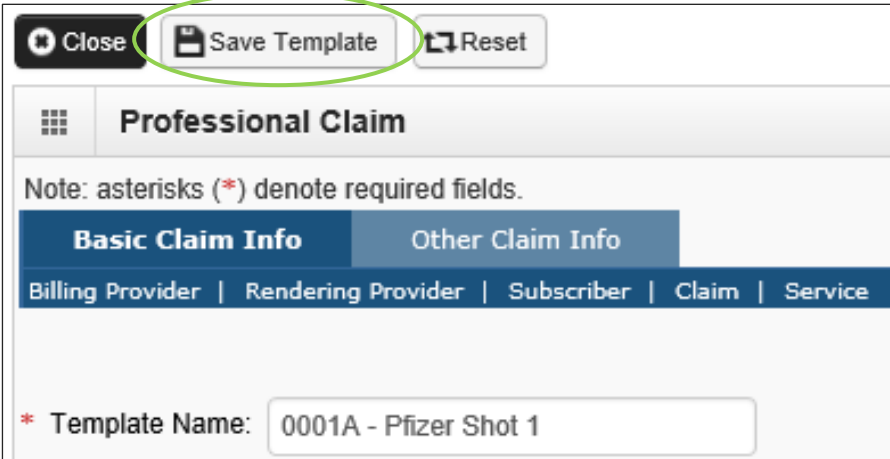
Previously Entered Line Item Information

Click a Line No. below to view/update that Line Item Information. Total Submitted Charges: \$ 40.00

Line No	Service Dates		Proc. Code	Modifiers				Diagnosis Ptrs				Submitted Charges	Units	PA Number	
	From	To		1	2	3	4	1	2	3	4				
1	04/01/2021	04/01/2021	0001A					1				40.00	1		Delete or Other Service Info

Creating a claim template

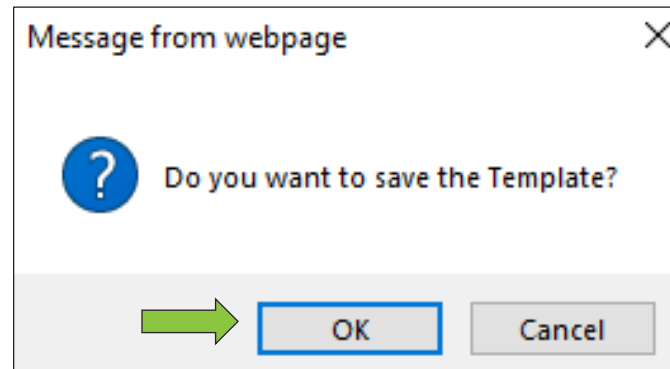
- The template is complete and ready to save. Click on the **Save Template** button at the top of the page.



The screenshot shows a web interface for creating a claim template. At the top, there are three buttons: 'Close', 'Save Template', and 'Reset'. The 'Save Template' button is circled in green. Below the buttons is a section titled 'Professional Claim' with a grid icon. A note states: 'Note: asterisks (*) denote required fields.' There are two tabs: 'Basic Claim Info' (selected) and 'Other Claim Info'. Below the tabs is a navigation bar with links: 'Billing Provider', 'Rendering Provider', 'Subscriber', 'Claim', and 'Service'. At the bottom, there is a required field labeled '* Template Name:' with the value '0001A - Pfizer Shot 1' entered.

Creating a claim template

- ProviderOne will display the following dialogue box asking if the templates should be saved. Click the **OK** button.



Creating a claim template

- Your saved templates will appear in the **Claim Template List**.

Close
Add

☰ Create a Claim Template
^

Type Of Claim: Professional *

Edit
View
Delete
SaveAs/Copy
+ Create Batch
+ Create Batch All
B Auto Batch

☰ Claims Template List
^

Filter By : And Go
Save Filter
My Filters

	Template Name ▲▼	Type ▲▼	Last Updated By ▲▼	Last Updated Date ▲▼
<input type="checkbox"/>	0001A - Pfizer Shot 1	Professional	PRU	04/21/2021
<input type="checkbox"/>	0002A - Pfizer Shot 2	Professional	PRU	04/21/2021
<input type="checkbox"/>	0011A - Moderna Shot 1	Professional	PRU	04/21/2021
<input type="checkbox"/>	0012A - Moderna Shot 2	Professional	PRU	04/21/2021
<input type="checkbox"/>	0031A - Johnson and Johnson Single Shot	Professional	PRU	04/21/2021

View Page:
1
Go
+ Page Count
SaveToXLS

Viewing Page: 1

First
Prev
Next
Last

Edit a claim template

- Click the box to the left of the template to be edited.
- Click on the **Edit** button to display the template.
- Edit as needed and save the template.

Close Add

Create a Claim Template

Type Of Claim Professional

Edit View Delete SaveAs/Copy Create Batch Create Batch All Auto Batch

Claims Template List

Filter By: [] And [] [] Go Save Filter My Filters

	Template Name	Type	Last Updated By	Last Updated Date
<input checked="" type="checkbox"/>	0001A - Pfizer Shot 1	Professional	PRU	04/21/2021
<input type="checkbox"/>	0002A - Pfizer Shot 2	Professional	PRU	04/21/2021
<input type="checkbox"/>	0011A - Moderna Shot 1	Professional	PRU	04/21/2021
<input type="checkbox"/>	0012A - Moderna Shot 2	Professional	PRU	04/21/2021
<input type="checkbox"/>	0031A - Johnson and Johnson Single Shot	Professional	PRU	04/21/2021

View Page: 1 Go Page Count SaveToXLS Viewing Page: 1 First Prev Next Last

View a claim template

- Click the box to the left of the template to be viewed.
- Click on the **View** button to display the template.

The screenshot shows the 'Create a Claim Template' interface. At the top, there are 'Close' and 'Add' buttons. Below is a section titled 'Create a Claim Template' with a dropdown for 'Type Of Claim' set to 'Professional'. A toolbar contains buttons for 'Edit', 'View', 'Delete', 'SaveAs/Copy', 'Create Batch', 'Create Batch All', and 'Auto Batch'. A green arrow points to the 'View' button.

Below this is the 'Claims Template List' section. It includes a 'Filter By' area with dropdowns and a 'Go' button. A table lists the templates:

	Template Name	Type	Last Updated By	Last Updated Date
<input checked="" type="checkbox"/>	0001A - Pfizer Shot 1	Professional	PRU	04/21/2021
<input type="checkbox"/>	0002A - Pfizer Shot 2	Professional	PRU	04/21/2021
<input type="checkbox"/>	0011A - Moderna Shot 1	Professional	PRU	04/21/2021
<input type="checkbox"/>	0012A - Moderna Shot 2	Professional	PRU	04/21/2021
<input type="checkbox"/>	0031A - Johnson and Johnson Single Shot	Professional	PRU	04/21/2021

A green circle highlights the checkbox for '0001A - Pfizer Shot 1'. At the bottom, there are 'View Page: 1', 'Go', 'Page Count', 'SaveToXLS', and 'Viewing Page: 1' controls, along with navigation buttons for 'First', 'Prev', 'Next', and 'Last'.

Delete a claim template

- Click the box to the left of the template to be deleted.
- Click on the **Delete** button.

The screenshot shows the 'Create a Claim Template' interface. At the top, there are 'Close' and 'Add' buttons. Below is a header 'Create a Claim Template' with a dropdown menu for 'Type Of Claim' set to 'Professional'. A toolbar contains buttons for 'Edit', 'View', 'Delete', 'SaveAs/Copy', 'Create Batch', 'Create Batch All', and 'Auto Batch'. Below the toolbar is a 'Claims Template List' section with a filter bar and a table. The table has columns for 'Template Name', 'Type', 'Last Updated By', and 'Last Updated Date'. The row for '0031A - Johnson and Johnson Single Shot' is selected, indicated by a checked checkbox and a green circle. At the bottom, there are 'View Page: 1', 'Go', 'Page Count', 'SaveToXLS', and 'Viewing Page: 1' controls, along with navigation buttons for 'First', 'Prev', 'Next', and 'Last'.

	Template Name	Type	Last Updated By	Last Updated Date
<input type="checkbox"/>	0001A - Pfizer Shot 1	Professional	PRU	04/21/2021
<input type="checkbox"/>	0002A - Pfizer Shot 2	Professional	PRU	04/21/2021
<input type="checkbox"/>	0011A - Moderna Shot 1	Professional	PRU	04/21/2021
<input type="checkbox"/>	0012A - Moderna Shot 2	Professional	PRU	04/21/2021
<input checked="" type="checkbox"/>	0031A - Johnson and Johnson Single Shot	Professional	PRU	04/21/2021

Delete a claim template

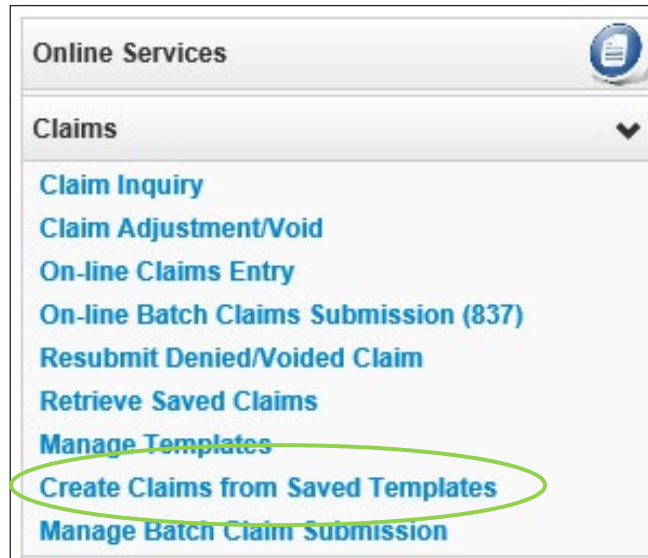
- Click on the **Ok** button to finalize deletion of the template.

The screenshot shows a web application interface for managing claim templates. At the top, there are 'Close' and 'Add' buttons. Below that is a section titled 'Create a Claim Template' with a dropdown menu for 'Type Of Claim' set to 'Professional'. A toolbar contains buttons for 'Edit', 'View', 'Delete', 'SaveAs/Copy', 'Create Batch', 'Create Batch All', and 'Auto Batch'. The main area is titled 'Claims Template List' and features a filter section with 'Filter By' and 'And' dropdowns, and 'Go', 'Save Filter', and 'My Filters' buttons. A table lists templates with columns for 'Template Name', 'Last Updated By', and 'Last Updated Date'. The table contains five rows, with the last row '0031A - Johnson and Johnson Single Shot' selected. A confirmation dialog box is overlaid on the table, asking 'Are you sure, Do you want to delete the selected Templates.' with 'OK' and 'Cancel' buttons. The 'OK' button is circled in green. At the bottom, there are 'View Page: 1', 'Go', 'Page Count', 'SaveToXLS', 'Viewing Page: 1', and navigation buttons for 'First', 'Prev', 'Next', and 'Last'.

Template Name	Last Updated By	Last Updated Date
<input type="checkbox"/> 0001A - Pfizer Shot 1		04/21/2021
<input type="checkbox"/> 0002A - Pfizer Shot 2		04/21/2021
<input type="checkbox"/> 0011A - Moderna Shot 1		04/21/2021
<input type="checkbox"/> 0012A - Moderna Shot 2	Professional	04/21/2021
<input checked="" type="checkbox"/> 0031A - Johnson and Johnson Single Shot	Professional	04/21/2021

Submit a single template claim

- On the Provider Portal page, click on **Create Claims from Saved Templates**.



Submit a single template claim

- Click on the **Template Name** hyperlink to display the template.

Close

Create Claim from Saved Templates List

Filter By : And Go Save Filter My Filters

Template Name ▲▼	Type ▲▼	Last Updated By ▲▼	Last Updated Date ▲▼
0001A - Pfizer Shot 1	Professional	PRU	04/21/2021
0002A - Pfizer Shot 2	Professional	PRU	04/21/2021
0011A - Moderna Shot 1	Professional	PRU	04/21/2021
0012A - Moderna Shot 2	Professional	PRU	04/21/2021
0031A - Johnson and Johnson Single Shot	Professional	PRU	04/21/2021

View Page: 1 Go + Page Count SaveToXLS Viewing Page: 1 << First < Prev > Next >> Last

Creating a claim template

- Enter the **Client ID** including the WA.
- Click on the red (+) expander to open up the **Additional Subscriber/Client Information** section.

☰	SUBSCRIBER/CLIENT INFORMATION
SUBSCRIBER/CLIENT	
* Client ID:	<input type="text"/>
+	Additional Subscriber/Client Information

Creating a claim template

- Enter **Org/Last Name**, **Date of Birth** and **Gender**.

SUBSCRIBER/CLIENT INFORMATION	
SUBSCRIBER/CLIENT	
* Client ID:	<input type="text"/>
[-] Additional Subscriber/Client Information	
* Org/Last Name:	<input type="text"/>
mm dd ccyy	First Name: <input type="text"/>
* Date of Birth:	<input type="text"/> <input type="text"/> <input type="text"/>
mm dd ccyy	* Gender: <input type="text"/> <input type="button" value="v"/>
Date of Death:	<input type="text"/> <input type="text"/> <input type="text"/>
	Patient Weight: <input type="text"/> lbs
Patient is pregnant: <input type="radio"/> Yes <input type="radio"/> No	

Creating a claim template

- Click on the **Line No** from the already attached service. This will repopulate the **Basic Service Line Items** entry boxes so that the date of service can be added.

Previously Entered Line Item Information

Click a Line No. below to view/update that Line Item Information. Total Submitted Charges: \$ 50.00

Line No	Service Dates		Proc. Code	Modifiers				Diagnosis Ptrs				Submitted Charges	Units	PA Number
	From	To		1	2	3	4	1	2	3	4			
1			0001A					1				50	1	Delete or Other Service Info

Creating a claim template

- Add in the **Service Date From** and **Service Date To** with the date of service.
- Click on the **Update Service Line Item** button to update the service line.

BASIC SERVICE LINE ITEMS

<p>* Service Date From: <input type="text" value="04"/> <input type="text" value="20"/> <input type="text" value="2021"/></p> <p>Place of Service: <input type="text" value="11-OFFICE"/> <input type="button" value="v"/></p> <p>* Procedure Code: <input type="text" value="0001A"/></p> <p>* Submitted Charges: \$ <input type="text" value="50"/></p> <p>* Units: <input type="text" value="1"/></p>	<p>* Service Date To: <input type="text" value="04"/> <input type="text" value="20"/> <input type="text" value="2021"/></p> <p>Modifiers: 1: <input type="text"/> 2: <input type="text"/> 3: <input type="text"/> 4: <input type="text"/></p> <p>Diagnosis Pointers: * 1: <input type="text" value="1"/> <input type="button" value="v"/> 2: <input type="text"/> <input type="button" value="v"/> 3: <input type="text"/> <input type="button" value="v"/> 4: <input type="text"/> <input type="button" value="v"/></p>
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+ Medicare Crossover Items

National Drug Code:

+ Drug Identification

+ Prior Authorization

+ Additional Service Line Information

Note: Please ensure you have entered any necessary claim information (found in the other sections on this or another page) before adding this service line.

Creating a claim template

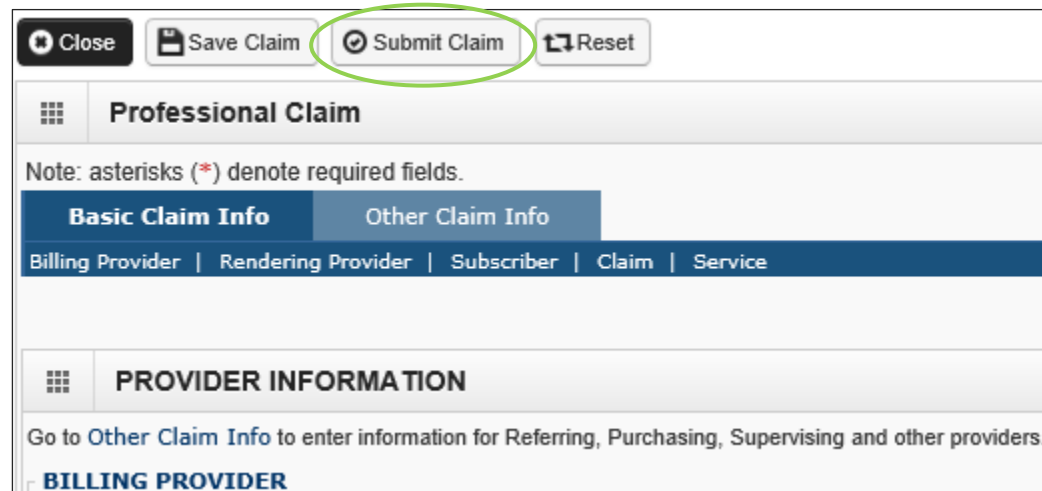
- Updated service line is now shown with the date of service listed.

Click a Line No. below to view/update that Line Item Information. Total Submitted Charges: \$ 50.00

Line No	Service Dates		Proc. Code	Modifiers				Diagnosis Ptrs				Submitted Charges	Units	PA Number	
	From	To		1	2	3	4	1	2	3	4				
1	04/20/2021	04/20/2021	0001A					1				50	1		Delete or Other Service Info

Submit a single template claim

- After making the updates, click on the **Submit Claim** button.



Close Save Claim **Submit Claim** Reset

Professional Claim

Note: asterisks (*) denote required fields.

Basic Claim Info Other Claim Info

Billing Provider | Rendering Provider | Subscriber | Claim | Service

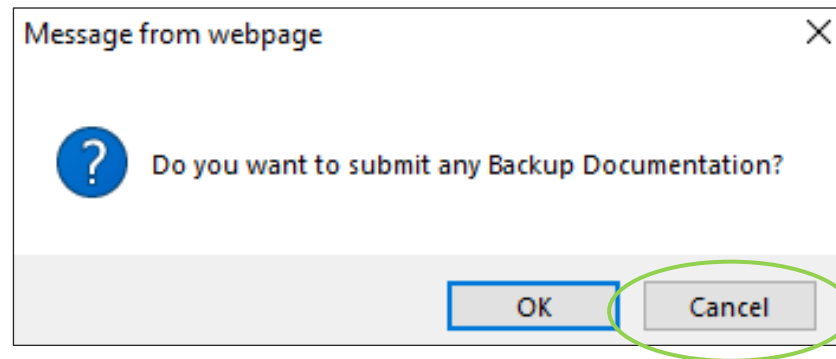
PROVIDER INFORMATION

Go to [Other Claim Info](#) to enter information for Referring, Purchasing, Supervising and other providers.

BILLING PROVIDER

Submit a single template claim

- ProviderOne will display the following dialogue box.
- Click the **Cancel** button as no backup is needed.



Submit a single template claim

- ProviderOne will display the **Submitted Professional Claim Detail** screen.
- Click the **Submit** button to finalize the submission.

Submitted Professional Claim Details:

TCN: 202110900000005000
 Provider NPI: 1234567890
 Client ID: 999999998WA
 Date of Service: 04/01/2021-04/01/2021
 Total Claim Charge: \$ 50.00

Please click "Add Attachment" button, to attach the documents.

Attachment List

Line No	File Name	Attachment Type	Transmission Code	Attachment Control #	File Size	Delete	Uploaded On
No Records Found !							

WARNING: You must click the 'Submit' button to complete the Claim Submission

Resources

➤ Procedure and diagnosis code reference chart:

Template title	Pfizer Administration of first dose	Pfizer Administration of second dose	Moderna Administration of first dose	Moderna Administration of second dose	Johnson and Johnson Administration
CPT code	0001A	0002A	0011A	0012A	0031A
ICD 10 diagnosis code	Z23- Encounter for immunization	Z23- Encounter for immunization	Z23- Encounter for immunization	Z23- Encounter for immunization	Z23- Encounter for immunization

Resources

- HCA's Covid-19 [webpage](#)
- Questions on using ProviderOne: email MMISHelp@hca.wa.gov