



# Medicaid 101 for MIE providers







### **Getting Started**

**ProviderOne** is used by Washington Apple Health providers to submit claims and manage their provider accounts. It is compatible with the most common internet browsers: Google Chrome, Firefox, Microsoft Edge, and Safari for Windows and MAC.

In order for **ProviderOne** to work on your computer, verify your browser allows pop-ups, as these are vital to successful claims submission.





## **Getting Started**

- Use web address <u>https://www.waproviderone.org</u>
- Complete the Domain, Username, and Password fields
- Click on the **Login** button

	Provider
0	Domain Name
1	User Name
	Password
Note fields	: The Domain, Username and Password are case sensitive.
Unlo here	ck Account and Reset Password? Click
lf you	ı are a Client, Click here
Logir	Problems? Click here







# Managing Profiles



Washington State Health Care Authorit

# Adding a Super User Profile



- A profile describes the level of access a user has in your domain.
- You will start with only the **EXT Provider System Administrator** profile assigned, which can only set up and manage other users and profiles (including your own).
- You must assign at least one user (usually yourself) the EXT Provider Super User in order to access full ProviderOne functionality.

5

• Choose the System Administrator profile and click **Go**.



- Scroll down on the left-hand side of the Provider Portal and click Maintain Users.
- The system will display all past and present users associated to your domain.
- Click on the name of the person to be updated.

Admin	*
Change Password	
Maintain Users	

Close Add C Ap	prove 🖉 Reject						
Manage Users							
Filter By:	Filter By: And: With Status: All 🔍 O Go Save Filter The Save						
□ Name △ ▼	Domain Name	Organization	Status	Start Date	End Date	LastName ▲ ▼	FirstName
Relations, Provider	9999999	Test FAOI	Approved	07/27/2015	12/31/2999	Relations	Provider
View Page: 1	O Go	Viewin	ng Page: 1			K First Firev	> Next >> Last



- ProviderOne displays the **User Details** page for this user.
- Choose Associated Profiles from the Show menu.

User Lo	ogin Id: PRU		Name: Relations, Provider	
Clos	e Save			Show -
	User Details			Associated Profiles
	First Name:	Provider	Middle Name:	Check List
	Last Name:	Relations	Lock User:	
	Date of Birth:	01/01/1970	Domain Name: 9999999	
	EID:	4521585	User Type: Batch User	
	User Name:	PRU		
	Password:		Confirm Password:	
	Address Line 1:		Address Line 2:	
		(Enter Street Address or PO Box Only)		
	Address Line 3:		City/Town:	
	State/Province:		County:	
	Country:		Zip Code: - Address	
	Start Date:	07/27/2015	Expiration Date: 12/31/2999	
	Status:	Approved		



- The Manage User Profiles page is displayed.
- If you are new to ProviderOne you will see only the EXT Provider
   System Administrator profile is active.
- Click the **Add** button.

Jser Login Id: PRU Name: Relations,Provider					
Close Add Approve Reject	Show -				
Manage User Profiles				~	
Filter By: With Status	Filter By:     With Status:     All     Image: Go Go     Image: Go Go				
Name	Description	Start Date	End Date	Status	
	▲ ▼	▲ ▼	▲ ▼	▲ ▼	
EXT Provider System Administrator	EXT Provider System Administra	07/27/2015	12/31/2999	Approved	
View Page: 1 O Go + Page Count SaveToXLS	Viewing Page: 1		K First	> Next >> Last	





ProviderOne will display a pop-up with a list of Available Profiles:

- Choose the EXT Provider
   Super User profile from
   Available Profiles list.
- Use the arrows to move the profile to the Associated Profiles list.
- Do not change the Start
   Date or End Date.
- Click the **OK** button in lower right corner.

 Add New Profiles	to User			^
	User Name:	Relations,Provider		
s	tart Date: * 07/15/2016 >	End Date: *	12/31/2999	
Available F	rofiles	Associated Pro	files	
EXT Provi	der Super User			
		» «		
				OK Cancel
				OK Cancel
 Add New Profiles	to User			OK Cancel
 Add New Profiles	to User			OK Cancel
 Add New Profiles	to User User Name:	Relations,Provider		OK Cancel
 Add New Profiles	to User User Name: tart Date: * 07/15/2016	Relations,Provider	12/31/2999	OK Cancel
 Add New Profiles	to User User Name: tart Date: * 07/15/2016 Profiles	Relations,Provider End Date: *	12/31/2999	OK Cancel
 Add New Profiles	User Name: tart Date: * 07/15/2016 Profiles	Relations,Provider End Date: * Associated Pro EXT Provider S	12/31/2999 files uper User	OK Cancel
 Add New Profiles	to User User Name: tart Date: * 07/15/2016 Profiles	Relations,Provider End Date: * Associated Pro EXT Provider S	12/31/2999 files uper User	OK Cancel
 Add New Profiles	to User User Name: tart Date: * 07/15/2016 Profiles	Relations,Provider End Date: * Associated Pro EXT Provider S	12/31/2999 files uper User	OK Cancel
 Add New Profiles	to User User Name: start Date: * 07/15/2016 Profiles	Relations,Provider End Date: * Associated Pro EXT Provider S *	12/31/2999 files uper User	OK Cancel
 Add New Profiles	to User User Name: tart Date: * 07/15/2016 Profiles	Relations,Provider End Date: * Associated Pro EXT Provider S *	12/31/2999 files uper User	OK Cancel
 Add New Profiles	to User User Name: tart Date: * 07/15/2016 Profiles	Relations,Provider <ul> <li>End Date: *</li> <li>Associated Pro</li> <li>EXT Provider S</li> </ul>	12/31/2999 files uper User	OK Cancel





- You will return to the **Manage User Profiles** page.
- The EXT Provider Super User profile you added will have a status of In Review.
- Check the box on the left of the **In Review** profile and select the **Approve** button in the upper left corner.

Show				
Manage User Profiles				
Filter By:     Filter By   With Status:			Save this filter	<b>▼</b> My Filters <b>▼</b>
Name	Description	Start Date	End Date	Status
	▲ ▼	▲ ▼	▲ ▼	▲ ▼
EXT Provider Super User	EXT Provider Super User	07/27/2015	12/31/2999	In Review





- The **Update Status** box appears.
- The **Remarks** field can be skipped.
- Click **OK** to approve your **EXT Provider Super User** profile and return to the **Manage User Profiles** page.

Update Status			
Status Type:	Approved	~	*
Reason Code:	None	~	
Remarks:			
			OK Cancel





- The **EXT Provider Super User** profile is now showing **Approved** status.
- Today's date will be listed under **Start Date**.
- The **End Date** will show as 12/31/2999 to indicate the profile currently has no end date.
- To inactivate a user, follow the steps above but enter the date you wish to end the user's access.
- Click on the **Close** button in the upper left of the screen.

Show -				
Manage User Profiles				
Filter By:       Filter By       With Status:       All       Image: Constraint of the status of the st				
Name	Description	Start Date	End Date	Status
	▲ ▼	▲ ▼	▲ ▼	▲ ▼
EXT Limited Provider Social Services	EXT Limited Provider Social Se	07/27/2015	12/31/2999	Approved





- You will return to the **User Details** page.
- Log out of ProviderOne using the power button on the top lefthand corner.
- You will have access to the **EXT Provider Super User** profile next time you log into ProviderOne.









# **Claim Submission**







## **Getting Started**

Welcome to the Medicaid Management Information System for
Provider ine
Select a profile to use during this session:
EXT Provider Super User Solution * O Go

• Select **EXT Provider Super User** to submit claims using Direct Data Entry (DDE) and click **Go**.







### **Getting Started**

• From the **Provider Portal** select the **Online Claims Entry** option located under the **Claims** heading.







• Select the **Submit Professional** option for medical claims, which is equivalent to the submission of a CMS-1500 claim form.

Close	
Choose an Option.	
Submit Professional	Submit Professional
Submit Institutional	Submit Institutional
Submit Dental	Submit Dental







• Overview of the upper half of the DDE Professional claim screen:

Close Submit Claim	
III Professional Claim	*
Note: asterisks (*) denote required fields.	Billing Instructions
Basic Claim Info Other Claim Info	
Billing Provider   Rendering Provider   Subscriber   Claim   Service	
S	ubmitter ID: 200320900
III PROVIDER INFORMATION	*
Go to Other Claim Info to enter information for Referring, Purchasing, Supervising and other providers.	
BILLING PROVIDER	
* Provider NPI: * Taxonomy Code:	
* Is the Billing Provider also the Rendering Provider?	
* Is this service the result of a referral?     OYes ONo	
	Тор
SUBSCRIBER/CLIENT INFORMATION	~
SUBSCRIBER/CLIENT	
* Client ID:	
Additional Subscriber/Client Information	
Is this claim for a Baby on a Birthing Parent's Client ID? OYes ONo	
* Is this a Medicare Crossover Claim?     OYes ONo	
OTHER INSURANCE INFORMATION	
	Тор
III CLAIM INFORMATION	^
Go to Other Claim Info to include the following claim detail information:	
Specialized Line Services, Miscellaneous Line Data, Line Level Providers, Miscellaneous Line Dates, Test Results or Form Identification Information.	
PRIOR AUTHORIZATION	
CLAIM NOTE	
EPSDT INFORMATION	
	(1





### **DDE Overview**

• Overview of the lower half of the DDE Professional claim screen:

* Is this claim accident related? OYes ONo								
CLAIM DATA								
Patient Account No.:								
* Place of Service:								
🕂 Additional Claim Data								
Diagnosis Codes: # 1: 2: 3: 4: 5: 6:								
7: 8: 9: 10: 11: 12:								
5								
III BASIC LINE ITEM INFORMATION								
Click on Other Svo Info in each line item to include the following additional line item information: Attachment, Drug, DMERC Condition, Health Services, Test Results, Home Oxygen Therapy, Service Facility, Miscellaneous Numbers, Indicators, Providers, Dates and Amounts, Medical Equipment, Ambulance Transport, Line Item Note, Other Payer, Spinal Manipulations, Purchased Services and Line Adjudication.								
BASIC SERVICE LINE ITEMS								
mm     dd     copy       * Service Date From:     * Service Date To:								
Place of Service:								
* Procedure Code: Modifiers: 1: 2: 3: 4:								
* Submitted Charges: S Diagnosis Pointers: * 1: V 2: V 3: V 4: V								
* Units:								
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.								
Add Service Line Item								





# Claim Level: Billing Provider Details

• The "claim level" information applies to the entire claim. The first section of the claim form is the **Billing Provider**. These fields describe the provider and his/her specialty (taxonomy), as well as whether the claim is the result of a

	PROVIDER INFORMATION							
Go to Other Claim Info to enter information for Referring, Purchasing, Supervising and other providers. BILLING PROVIDER								
* Pro	ovider NPI:	* Taxonomy Code:						
8	Is the Billing Provider also the Rendering Provid	er? OYes No						
0 *	Is this service the result of a referral?	⊖Yes ⊖No						

- Enter your **Billing Provider NPI**:
- Enter the appropriate **Billing Provider Taxonomy Code** for the services you are submitting:
- If your Billing Provider NPI and your Rendering
   Provider NPI are the same, answer Yes: \* Is the Billing Provider also the Rendering Provider?

0

• Always answer No:

referral.

*	ls	this	service	the	result	of a	referral?
---	----	------	---------	-----	--------	------	-----------

\* Provider NPI:

OYes ONo

\* Taxonomy Code:



OYes ONo



# Claim Level: Subscriber/Client Details

• The next section of the claim form is the **Subscriber/Client** information.

	SUBSCRIBER/CLIENT INFORMATION						
SUB	SCRIBER/CLIENT						
* Cli	ent ID:						
+ /	+ Additional Subscriber/Client Information						

Enter the Client ID including the WA and click the + icon to expand this section:

Additional Subscriber/Client Information									
* Org/Last Name:				First Name:					
* Date of Birth:	mm  mm	dd dd	ссуу	* Gender:					
Date of Death:				Patient Weight:	lbs				
Patient is pregnant:	OYes (	⊖No							

- Enter the client's Last Name, First Name, DOB, and Gender.
- Leave Date of Death, Patient Weight, and Patient is Pregnant blank.

21



# Claim Level: Unused Fields

8	Is this claim for a Baby on a Birthing Parent's Client ID?	⊖Yes ⊖No
8	* Is this a Medicare Crossover Claim?	⊖Yes ⊖No
+ (	OTHER INSURANCE INFORMATION	
	CLAIMINFORMATION	
Go to	Other Claim Info to include the following claim detail info	ormation:
Spec	ialized Line Services, Miscellaneous Line Data, Line Level F	Providers, Miscellaneous Line Dates, Test Results or Form Identification Information.
<b>+</b> F	PRIOR AUTHORIZATION	
+ (	CLAIM NOTE	
<b>+</b> E	PSDT INFORMATION	
+ (	CONDITION INFORMATION	
8	* Is this claim accident related? OYes ONo	

- The following fields are not used; address each as follows:
  - Answer No to Is this claim for a Baby on a Birthing Parent's Client ID?
  - Answer No to Is this a Medicare Crossover Claim?
  - **Skip** Prior Authorization, Claim note, EPSDT Information, and Condition Information.
  - Answer No to Is this claim accident related?





## Claim Level: Claim Data

The remaining fields for the claim level should be addressed as follows:

CLAIM DATA									
Patient Account No.:									
* Place of Service:									
+ Additional Claim Data									
Diagnosis Codes: * 1:	2:	3:	4:	5:	6:				
7:	8:	9:	10:	11:	12:				

- **Patient Account No.** is an optional field for you to enter an internal patient ID Ο number to assist in reconciling patient accounts. This number will be returned on the weekly Remittance Advice.
- Always select **Place of Service** 11 for "office". Ο
- Skip Additional Claim Data. 🛨 Additional Claim Data Ο
- Enter the **Diagnosis Codes** appropriate for the services rendered, leaving out the Ο decimal point; note the number assigned to each, called a "pointer", which we will address how to use at the line level (below).



Patient Account No 1



# Line Level: Service Details

#### Overview of the Basic Line Item fields:

BASIC LINE ITEM INFO	RMATION												^
Click on Other Svc Info in each line item Attachment, Drug, DMERC Condition, H Item Note, Other Payer, Spinal Manipula	to include the following additio lealth Services, Test Results, H ations, Purchased Services and	nal line item Iome Oxygen I Line Adjudio	information: n Therapy, Sen cation.	vice Facili	ty, Miscellar	neous Num	bers, Indica	itors, Providers, [	Dates an	d Amounts, Med	lical Equipment, Am	bulance Transport, I	Line
BASIC SERVICE LINE ITEMS													
mm dd * Service Date From: Place of Service:	ссуу	* Se	rvice Date To	mm :	dd	ссуу							
* Procedure Code:		Diagnosis	Modifiers: 1	:	2:	3:		4:					
* Units:		5											
National Drug Code:													
Drug Identification													
Prior Authorization     Additional Service Line Info	ormation												
Note: Please ensure you have entered	any necessary claim information	on (found in t	the other section	ons on thi	s or another	page) befo	ore adding th	his service line.					
			Add Serv	ice Line It	em 🖍 L	Jpdate Sen	vice Line Iter	m					
Previously Entered Line Item Inform	ation												
Click a Line No. below to view/u	pdate that Line Item Inf	ormation.					Total	Submitted Char	ges: \$	_			
Line Service Dates	Proc. Code	Modifie	rs o		Diagnosi	is Pntrs		Submitted	Units	PA Number			
No From To		1	2 3	4	1 2	2 3	4	charges		Number			

• Completing the **Basic Service Line Items** results in service lines appearing at the bottom beneath the grey columns.



• The Service Date From and Service Date To must include the first and last dates of service on your claim.

	mm	dd	ссуу		mm	dd	ссуу
* Service Date From:				* Service Date To:			

- The **Place of Service** field is optional at the line level, as it was already entered at the claim level.
- Enter the CPT you wish to bill for in the **Procedure Code** field, followed by any applicable **Modifiers**.

* Procedure Code:	Modifiers: 1:	2:	3:	4:

 Enter your usual and customary charges for this CPT in the Submitted Charges field.





## Line Level: Service Details

Indicate the diagnosis codes(s) you wish to use for this service line by using the Diagnosis Code Pointers (1-12) assigned to each of the Diagnosis Codes (see slide 23), with 1 being primary.

Diagnosis Pointers: * 1:	2:	3:	4:	~
--------------------------	----	----	----	---

• Enter the number of units you wish to bill for this service line.

• The rest of this section can be skipped:





# Line Level: Service Details

- Now that you have completed your first service line, you need to add it to your claim using the Add Service Line Item button.
- Repeat as needed to add additional service lines to your claim.
- As each line appears at the bottom of your claim, note there is a number next to it which will bring it back up to the Basic Service Line Items section for review or change.
- To change a line rather than add it as an additional line, click the Update Service Line Item button.

Note: Each line added brings you to the top of the claim screen where you can use the Service hyperlink to return to the service line area.











 When ready to submit your claim to ProviderOne for processing, use the Submit Claim button on the grey header bar at the top of your screen:



• The final pop-up gives providers the opportunity to add backup documentation; skip this by selecting **Cancel**.







# Submitting Your Claim

- Finally you will see a pop-up with a summary of your claim, including the claim number (TCN) and other basic information.
- ProviderOne displays **No Records Found !** to indicate no backup documents have been attached.

Subm	tted Professio	nal Claim Details:					
		<b>TCN</b> : 20	01620100000001000				
Provider NPI: 510000004							
Client ID: 99999998WA							
		Date of Service: 06	6/01/2016-06/01/2016				
Total Claim Charge: \$ 50.00							
		fotal olaini ollaige. o				_	
ease click "	Add Attachment	' button, to attach the c	locuments.				Add Attachmen
ease click " Attach	Add Attachment	' button, to attach the c	locuments.				Add Attachmen
Attack	Add Attachment ment List File Name	' button, to attach the c Attachment Type	locuments. Transmission Code	Attachment Control #	File Size	Delete	Add Attachment Uploaded On
Attack	Add Attachment ment List File Name	Attachment Type	locuments. Transmission Code △ ▼	Attachment Control #	File Size	Delete	Add Attachmen Uploaded On

• Click the **Submit** button to send your claim to ProviderOne.





# Claim Status and Remittance Advice





# **Checking Claim Status**

 To begin, log in as a EXT Provider Super User and select Claim Inquiry from the left-hand side of the Provider Portal.







# **Checking Claim Status**

• Search by either claim number (TCN) or by using Client ID and date of service, using the fields provided, and click **Submit**.

Clo	se 💽 Submit								
	Provider Clai	m Inquiry Search							
Pleas	Please enter a Provider NPI and enter available information in the remaining fields before clicking 'Submit'.								
• F	Required: TCN or C	lient ID AND Claim Service F	Period (To date is optional)						
• )	ou may request st	atus for claims processed wit	thin the past four years						
• 1	he Claim Service	Period From and To date rang	ge cannot exceed 3 months						
		Provider NPI:	510000004						
		TCN:							
		Client ID:							
	с	aim Service Period From:							
		Claim Service Period To:							





## **Checking Claim Status**

• Using the TCN of the claim we just entered, it is currently "in process":

0	O Close								
	Provider NPI: 510000004								
:	Claim Inquiry Providers List								
	TCN	Date of Service	Claim Status	Claim Charged Amount	Claim Payment Amount	Client Name	Client ID		
		▲ ▼	▲ ▼	▲ ▼	▲ ▼	▲ ▼	▲ ▼		
	20162010000001000         06/01/2016         0: Cannot provide further status electronically.         \$50.00         \$0.00         Jane         999999998W						999999998WA		
	View Page: 1	Go + Page Count	SaveToXLS Viewing Page: 1		K Firs	t Prev	Next >>> Last		

• As your claims begin to post, you will see them appear here with hyperlinks that will take you to a status display for that TCN, which you can click on to see whether a claim paid, or whether it denied and why.

 Claim Details					
Status Information Effective Date: 07/19/2016	TCN: 2016201000	00001000			
Status Category Code: P1:Pending/In Process-The claim or encour	ter is in the adjudication system Status: electronically	ovide further status /.			
Service Period: From 06/01/2016 To 06/01/2016					
Bill Type Identifier:					
Charged Amount: \$50.00	Adjudication or Payment Date:				
Payment Amount: \$0.00	Check Issue or EFT Effective Date:				
	Check or EFT Trace Number:				
	Remit/Remark Codes				



### Remittance Advice (RA)

 If you wish to see a summary of any given weeks' claims, rather than searching for an individual claim, use the **Remittance Advice** rather than **Claim Status** function by clicking **View Payment**.







### Remittance Advice (RA)

- The resulting list will display each of your weekly Remittance Advice, which you can sort using the up and down arrows in each column.
  - Your RA will have a section each for **Paid**, **In Process**, **Denied**, and **Adjusted** claims, so be sure to search in each if you can't find a specific TCN.
  - The last page of the RA will include a description of any denial codes listed in the Denied section.

Filter By :			And			O Go	Save Filter	<b>▼</b> My Filters <b>▼</b>
RA/ETRR Number	Check Number	Check/ETRR Date	RA Date	Claim Count	Charges	Payment Amount	Adjusted Amount	Download
Δ▼	▲ ▼	▲ ▼	▲ ▼	▲ ▼	▲ ▼	▲ ▼	▲ ▼	▲ ▼
500649639			08/06/2015	2	\$300.00	\$0.00	\$300.00	
500955089			12/16/2015	1	\$100.00	\$0.00	\$100.00	
500960097			01/07/2016	3	\$180.00	\$0.00	\$180.00	
500985678			05/11/2016	1	\$100.00	\$0.00	\$100.00	
501001658			07/13/2016	2	\$300.00	\$0.00	\$300.00	







# Adjustments, Voids and Resubmissions





## Adjustments and Voids

- ProviderOne allows you to adjust, void, and resubmit claims after they have been paid or denied. You cannot adjust, void, or resubmit a TCN that is:
  - $\circ$  Still in process; or
  - Has already been adjusted, voided, or resubmitted.
- Log in as a **EXT Provider Super User** and select **Claim Adjustment/Void** from the left-hand side of the **Provider Portal**.

**Note**: paid claims needing corrections or resubmissions must be **adjusted**, not resubmitted.







## Adjustments and Voids

• Using the fields provided, search by either claim number (TCN) or by using Client ID and date of service, and click **Submit**.

Close Submit									
III Provider Claim Adjust Void Search									
Please enter a Provider NPI and enter available information in the remaining fields before clicking 'Submit'.									
<ul> <li>Required: TCN or Client ID AND Claim Service F</li> <li>You may Adjust/Void claims processed within the</li> </ul>	<ul> <li>Required: TCN or Client ID AND Claim Service Period (To date is optional)</li> <li>You may Adjust/Void claims processed within the past four years</li> </ul>								
The Claim Service Period From and To date range	ge cannot exceed 3 months								
Only paid claims satisfying the selection criterion	will be returned								
Provider NPI:	510000004								
TCN:									
Client ID:									
Claim Service Period From:	Claim Service Period From:								
Claim Service Period To:									





## Adjustments and Voids

• The resulting TCN can be selected by checking the box next to it and click either **Adjust** or **Void Claim**.

0	Close Void Claim Provider NPI: 510000004								
	Provider Claims Adjust Void List								
	TCN     Date of Service     Claim Status     Claim Charged Amount     Claim Payment Amount       A V     A V     A V     A V								

- Clicking Adjust will take you to the Claim Submission process outlined in previous slides, but with the fields completed as they were when you submitted the claim; simply correct whichever field you wish to change, and submit the claim normally.
- Clicking **Void**, will give the money back that you were originally paid.







### Resubmissions

 If you have a denied or voided claim you wish to correct and resubmit, select Resubmit Denied/Voided Claim from the left-hand side of the Provider Portal.









### Resubmissions

• Search by either claim number (TCN) or by using Client ID and date of service, using the fields provided, and click **Submit**.

Close Submit									
Provider Claim Model Search									
Please enter a Provider NPI and enter available information in the remaining fields before clicking 'Submit'.									
Required: TCN or Client ID AND Claim Service F	Period (To date is optional)								
You may Model claims processed within the past	t four years								
The Claim Service Period From and To date range	ge cannot exceed 3 months								
Only denied and voided claims satisfying the sel	ection criterion will be returned								
Provider NPI:	510000004								
TCN:									
Client ID:									
Claim Service Period From:									
Claim Service Period To:									

41



• Select the denied TCN you wish to resubmit by checking the box next to it and click **Retrieve**.

Clo	Close Retrieve Provider NPI: 510000004									
III Provider Claims Model List										
TCN     Date of Service     Claim Status     Claim Charged Amount     Claim Payment Amount       A V     A V     A V     A V										

• This will take you to the **Claim Submission** process outlined in previous slides, but with the fields completed as they were when you submitted the claim; simply correct whichever field you wish to change and submit the claim normally.





# **Reference Materials**

- For general information about submitting claims in ProviderOne, see the <u>ProviderOne Billing & Resource Guide web page</u>.
- For information about specific programs (including MIE Services) and rates, see our Medicaid Provider Guide pages:
  - Professional guides and rates web page
  - Hospital reimbursement





## Contact and Support

- To contact Health Care Authority customer service, use the Contact us web form or through the toll free line: 800-562-3022.
- Training material (such as this slideshow) and much more information about Health Care Authority, Washington Apple Health (Medicaid), and ProviderOne can be found on the <u>Learn ProviderOne</u> web pages.
- If you prefer to submit claims through electronic HIPAA file transactions, contact our HIPAA Help desk at: <u>hipaa-help@hca.wa.gov</u>.

