Allscripts - Payerpath Professional Claim Form

Professional Claim Form CMS-1500 August 2013

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What will be covered...

- Benefits of electronic claims submission
- Required enrollment forms
- Submission contact information
- Signing on to Allscripts-Payerpath
- Creating and viewing claims
- Submitting a CMS-1500 claim form
- Copy claims feature
- Viewing the remittance advice





Electronic Data Interchange (EDI) Submission

- Eliminates supply costs
 - Preprinted forms
 - Envelopes and postage
 - Allscripts-Payerpath claim submission is free
- Eliminates time-consuming processes and reduces claim errors
 - Document sorting and filing
 - Built-in validation checks
 - Saves historical claim data
- Quicker processing and notification
 - Check status within 48 hours of submission



Provider Enrollment Documents

www.medicaid.nv.gov



Changes to Provider Information

Changes to any information presented on your enrollment documents must be reported to HP Enterprise Services within five business days.

- To report a change in business ownership, resubmit a completed Provider Enrollment Application.
- For all other changes, the Provider Information Change Form (FA-33) may be used.

Mailing Address

Mail completed enrollment forms and required documentation to HP Enterprise Services, Provider Enrollment Unit, P.O. Box 30042, Reno, NV 89520-3042

Required Enrollment Documents

- · Provider Enrollment Information Booklet: All providers will need the information contained in this booklet, which includes common enrollment questions and inf
- Enrollment Checklists: Copies of certain documents must be included with your Provider Enrollment Packet (e.g., copy of professional certification, proof of insu

Recommended Enrollment Documents

- Electronic Transaction Agreement for Service Centers (FA-35): This form must be submitted if you wish to send electronic claims directly from your practice or
- Service Center Operational Information (FA-36): This form must be submitted by all Service Centers (clearinghouses) and by all providers who wish to send e
- Service Center Authorization Form for Providers (FA-37): This form must be submitted by all providers who wish to send electronic claims. Click here for further
- Payerpath Enrollment Form (FA-39): This form must be submitted by all providers who wish to use Payerpath. Claim submission through Payerpath is free to a



Payerpath Enrollment Documents

Enrolled providers may submit electronic Nevada Medicaid and Nevada Check Up claims free of charge through Allscripts-Payerpath.

Simply complete the **Service Center Authorization** form **(FA-37)** and the **Payerpath Enrollment** form **(FA-39)** located on the Provider Enrollment webpage and mail in with your completed Provider Enrollment Application.





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Required Registration Forms

- Enrollment forms for Allscripts-Payerpath: www.medicaid.nv.gov
 - Send in one FA-37 (Service Center Authorization) form <u>for</u> <u>EACH</u> Group NPI / API, unless billing each rendering provider as an individual

AND

 Send in one FA-39 (Payerpath Enrollment) form and include the names of all those who will be using this Payerpath account



Form Submission and Contact Information

- Completed registration forms are to be <u>mailed</u> to: HP Enterprise Services
 P.O. Box 30042
 Reno, NV 89520-3042
- **Faxed** to: 775-335-8594
- **Emailed** to: NVMMIS.EDIsupport@hp.com
- For assistance, call 1-877-638-3472, option 2, then option 3, to speak with an EDI Coordinator.



Getting Started





Accessing Payerpath



EDI enrollment forms are for completion and submission by active or enrolling Nevada Medicaid and Nevada Check Up providers only.

Form Number	Ti
FA-35	17 Electronic Transaction Agreement for Service Centers
FA-36	17 Service Center Operational Information
FA-37	Service Center Authorization
FA-39	2 Payerpath Enrollment
Form Number	Т

EDI ANNOUNCEMENTS

	Title							
DI Announcement: Dual Use for 4010/5010 Formats Ends June 30, 2012								
Anesthesia Services Claims Submitted Electronically (Updated May 31, 2012)								
EDI Announcement: Nevada Medicaid Version 5010 Solution Limits Diagnosis Codes on 837P Transactions.								
🔯 EDI Announcement: Prepare for March 31, 2012, End Date for Dual Use of 5010 and D.0 Formats								
Main Instructions for EDI Enrollment								
	Title							
PAYERPATH								

Enrolled providers may submit electronic Nevada Medicaid and Nevada Check Up claims free of charge through Allscripts-Paverpath.

SERVICE CENTER DIRECTORY



Payerpath Login Screen



www.payerpath.com

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Section Se



Payerpath Support: Call 1-877-638-3472 opt 2, then opt. 4 | Mon-Fri, 8:00AM to 5:00PM PT | Email - nvmmis.edisupport@hp.com



Welcome Page

⊗ Allscripts[.] Welcome Tools Claims Patients Maintenance Help Reports Resources Quick Links Knowledge Center New Messages Payer Reports Remit Reports **My Filters** • Claims Filters You have not set up any Claims filters. Create Filter



Knowledge Center





Training Material - Claims





Helpful Hints

	Customer:			User: 1500 D	EFAULT		Friday,		
🛞 Allscripts ⁻ 🔣	nowledge Cent	ter							
· · · · · · · · · · · · · · · · · · ·	Claims	Patients	Reports	Maintenance	Help	Tools			
Categories Training Materials - Claims Helpful Hints General Information ANSI Code Sets	Claims Helpful Hints Reassigning Claims Rebilling Claims January 16, 2006 - HO Printing Claims Internet Explorer 7.0 O	Patients 2FA 1500 Form Cha Quick Guide	Reports	Maintenance The do usef return	Help e Print ocume ful. Pri n here nee	Tools ing Claims nt is very int it out o to review ded.	s or v as		
Miscellaneous									



General Information





Claim Field Values (sample)

Payerpath NV Medicaid HIPAA Claim Field Values 02/12/08

PAYERPATH FIELD NAME	INSTRUCTIONS / VALUES / COMMENTS
1.a. Insured's I.D. Number	Enter the 11 digit number printed on the recipient's Medicaid ID card.
837: Identification Code	
Industry: Subscriber/Patient Primary Identifier	
2. Patient's Name (Last, First, MI)	Enter the corresponding patient's Last Name and First Name.
837: Name Last and First or Organization Name	
Industry: Subscriber/Patient Last and First Name	
3. Patient's Birth Date	Enter the corresponding patient's Date-of-Birth Format: MMDDCCYY.
837: Date Time Period	
Industry: Subscriber/Patient Date of Birth	
3. Patient's Sex	Select the corresponding patient's Sex. (M) Male - (F) Female
837: Gender Code	
Industry: Subscriber/Patient Gender	
4. Insured's Name (Last, First, MI)	Enter the corresponding patient's Last Name and First Name. The value typically
837: Name Last and First or Organization Name	will be the same as the patient.
Industry: Subscriber/Patient Last and First Name	
6. Patient Relationship	Relationship typically is self.
837: Individual Relationship Code	
Industry: Patient Relationship to Insured	
7. Insured Address (No., Street, City, State, Zip)	Enter the corresponding patient's Address 1, City, State and Zip Code.
837: Address Information, City Name, State, Postal Code	
Industry: Subscriber Address1, City, State and Zip Code	
11.c. Insurance Plan Name	Enter "Medicaid"
837: Name Last or Organization Name	
Industry: Payer Name	
12. Patient or Authorized Persons Signature / Date	Enter one of the following values:
837: Release of Information Code	N = No, Provider is Not Allowed to Release Data.
Industry: Release of Information Code	Y = Yes, Provider has Signed Statement Permitting the Release of Medical
	Billing Data related to a Claim. Will ensure adjudication to the provider.



Learning Check

- 1. What is the website address you would use to directly login to Allscripts-Payerpath?
- 2. What is one of the first things you should do when getting started with Allscripts-Payerpath?
 - a. Print your remittance advice
 - b. Submit a dental claim
 - c. Copy a claim
 - d. Visit the Knowledge Center
- 3. Which documents should you review and/or print?
 - a. 3.0 Quick Guide Key Entry
 - b. Printing Claims
 - c. NV Medicaid Professional Claim Field Values
 - d. All of the above



Submitting Professional Claim Form CMS-1500

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View Claims

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· · · ·	Claims	Patients	Reports	Maintenance	Help	Tools	
	View Claims						
Resources	Quick Links						
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Claims to see the	My Filters		Claims Filter	rs -	-		
"View Claims" prompt. Click on "View Claims."	У	ou have not s	set up any Clai Create Filter	ims filters.			



Claims List Filter





Untransmitted Claims List



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Fields 1-16

Customer			l	Jser: 1500 DEFAU	LT Friday								
Allscripts HCFA 1500 Form - NV Medicaid Professional													
Claim	s Patients	Reports Mainte	enance Help	Tools									
1. MEDICARE / MEDICAID / CHAMPUS / CHAMP													
2. PATIENTS name (Last, First, MI) LAST NAME FIRST NAME	3. PAT BIRTHDATE	/SEX F M/F	4. INSUREDS NAME (L, F, I LAST NAME	M) ST NAME									
5. PATIENTS ADDRESS (No., Street)	6. PATIENT RELATIO	ONSHIP =01 Chd=19 Oth=G8	7. INSUREDS ADDRESS (N 1 TREE ROAD	o., Street)	Form Navigation Webpage Dialog								
	8. PATIENT STATUS S 🔘 I	s M © o ©	RENO NV		https://www.payerpath.com/payerpath20/ClaimToolt								
ZIP / TELEPHONE	EMPLOYMENT / STI	UDENT STATUS ne O Part-Time O	ZIP / TELEPHONE	_	Pat Acct: CLAIM TEMPLATE								
9. OTHER INSUREDS NAME (L, F, M)	10. CONDITION REL Auto Accident=AA Other=OA	ATED TO: Employment=EM	11. INS POLICY GROUP OF	R FECA #	Save and Run Edits Electronic Fields Back To List Encrices Stain New Claim Next Claim								
a. OTHER INSUREDS POLICY	State:	or 1:	a. INSUREDS BIRTHDATE /	SEX / M/F	Internet Protected Mode: Off								
b. OTHER INS BIRTHDATE / SEX	b. Accident Indicato	or 2:	b. EMPLOYERS NAME OR	SCHOOL									
c. EMPLOYERS NAME OR SCHOOL	c. Accident Indicato	or 3:	C. INSURANCE PLAN NAM	E	Click "Save and Run Edits"								
d. INSURANCE PLAN NAME	10d. RESERVED FO	OR LOCAL USE	d. ANOTHER HEALTH PLA Y C N	N? ©	to save your progress as								
12. PATIENTS OR AUTHORIZED PERSONS SIG	NATURE / DATE		13. INSUREDS SIGNATURE		you go and to extend the								
14. DATE OF CURRENT	15. SIMILAR ILLNES	SS DATE	16. DATES PAT UNABLE T	O WORK	session								

NOTE: Red Fields and fields with text prompts are <u>REQUIRED</u>



Fields 17-33

14. DATE OF CURRENT 17. NAME OF REFERRING PHYS 19. RESERVED FOR LOCAL USE 21. DIAGNOSIS 1 733 DIAGNOSIS 2	15. SIMILAR ILLNESS DATE	16. DATES PAT UNABLE TO WORK 18. HOSPITALIZATION DATES 20. LAB CHARGES: Y O N O 22. CLAIM FREQ / ORIG. REF NO 1 23. PRIOR AUTHORIZATION NUMBER	
From Date To Date 1 01/01/2001 01/01/2001 2 II II 3 II II 4 II II 5 II II 6 II II	POS TOS HCPCS Mod1Mod2Diag code Charges 11 11010 1 \$700. 11 1010 1 1 \$700. 11 1010 1 1 1 \$700. 11 1010 1 1 1 \$700. 11 1010 1 1 1 \$700. 11 1000 1 1 1 \$700. 11 1000 1 1 1 1 \$700. 11 1000 1 1 1 1 1 \$700. 11 1000 1 1 1 1 1 1 11 1000 1 1 1 1 1 1 1 11 1000 1 1 1 1 1 1 1 1 11 1000 1 1 1 1 1 1 1 1	Units FP EMGCOBReserved NPI Del OD 69	Form Navigation Webpage Dialog
25. FED TAX ID: 000000000 226 ID TYPE: 24 Emp=24 SSN=34 C 31. SIGNATURE OF PHYSICIAN 32 Y IIII	6. PAT ACCT # CLAIM TEMPLAT 27. ACCEPT? A Assigned=A Not Assigned=C 33. PR PR CIT 2. FACILITY NAME 2. FACILITY NPI 33.	TOT CHARGE 29.AMT PAID 30.BAL DUE \$700.00 BILLING NAME OVIDER NAME OVIDER ADDRESS Y NV ZIP CODE S4005263 BILLING RESERVED FOR PROV ID LOCAL USE NPI ENTER NPI	If your service requires a Rendering Provider, click on "Electronic Fields" to enter the Rendering Provider NPI information

NOTE: Red Fields and fields with text prompts are <u>REQUIRED</u>





Electronic Fields – NV Medicaid Professional

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► E	Explanation (of Benefits					Display Charge F	ields						
E F	Facility						Display Charge F	ields						
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Click on the green triangle next to "Rendering Provider" to expand the section

Legal Representative

• Other Insured-1

Pay To Provider

Payer A Additional Fields

Payer B Additional Fields

Payer C Additional Fields

Purchased Service Provider
Referring Provider

Rendering Provider

Supervising Provider

Patient

Payer A

Provider

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Display Charge Field

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Rendering Provider Information

Rendering Provider	Display Charge Fields
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Rendering Provider First Name	
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Rendering Provider Last Name	
Rendering Provider Taxid	
Rendering Provider Qualifier	
Rendering Provider Entity Type Qualifier	1
Rendering Provider 2ND ID Qualifier	
Rendering Provider 2ND ID	
Rendering Provider 3RD ID Qualifier	
Rendering Provider 3RD ID	
Rendering NPI	



Form Navigation – Webpage Dialog



When you have finished entering all of the required information, click on "Save and Run Edits." Errors will be displayed in RED. If there are **no** errors, "No Edit Errors" will be displayed in the dialog box and you should now click on "Back To List."

Submitting Claim





Untransmitted Claims List

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Copying a Claim

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View Claims

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Claims List Filter





Untransmitted Claims List

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Copy Claim





Untransmitted Claims List

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Viewing Remittance Advice



Remittance Detail

Allscripts [.]	Welcome						
	Claims	Patients	Reports	Maintenance	Help	Tools	
			Billing Summary				
			Payer				
			Remittance Detail				
Resources	Outstal Lister		Payer Rejects				
Resources	QUICK LINKS		Transmitted Claim				
Knowledge Center			Payer Report Filter				
				\$			
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	New messages	Fa	yer Reports	Remit Reports			
	My Filters		Claims Filters		•		
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			Create Filter				



Remittance Detail List

E>	kport to CSV										
	Payer	NPI	Che	ck No	Check Amt	Check Date	Received Date	Status	and a	ar 20	
	NV Medicaid Professional		210002480194059		\$5,290.08	07/19/2013	7/14/2013 4:50:53 AM	R			View
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	NV Medicaid Professional		210002480183559		\$9,760.75	06/21/2013	6/16/2013 4:37:07 PM	R			View
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Filter List



Remittance Advice

⊗ Allscripts⁻

NV Medicaid - 835 Remittances

Customer Name:

Claim	Detail											
Patient Demographics					Claim Information							
Name:				Clai	m Status:	1			Total Billed:			\$145.44
Pat Acct:	CLAIM TEMPLET		Claim Num/ ICN:		2013193701488301		Total Prov Paid:				\$145.44	
Ins Id:												
Rend Prov	Service Date	Proc	Mods	Rmrk Cd	Billed	Allowed	Deduct	Colns Grp / Rc / Q	y/ AdjAmt	Prov Adj Cd/ Amt	Prov Paid	Pat Bal Due
	05 Jul - 06 Jul 2013	H2014			\$145.44						\$145.44	\$0.00
					\$145.44	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$145.44	\$0.00
Name:				Clai	m Status:	1			Total Billed:			\$363.60
Pat Acct:	CLAIM TEMPLET			Clair	m Num/ ICN:	2013193701	1488302		Total Prov F	Paid:		\$363.60
Ins Id:												
Rend Prov	Service Date	Proc	Mods	Rmrk Cd	Billed	Allowed	Deduct	Colns Grp / Rc / Q	y / AdjAmt	Prov Adj Cd/ Amt	Prov Paid	Pat Bal Due
	07 Jul - 11 Jul 2013	H2014			\$363.60						\$363.60	\$0.00
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Name:				Clai	m Status:	1			Total Billed:			\$145.44
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	05 Jul - 06 Jul 2013	H2014			\$145.44						\$145.44	\$0.00
					\$145.44	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$145.44	\$0.00
Name:				Clai	m Status:	1			Total Billed:			\$363.60
Pat Acct:	CLAIM TEMPLET			Clai	m Num/ ICN:	2013193701	1489202		Total Prov F	Paid:		\$363.60
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	07 Jul - 11 Jul 2013	H2014			\$363.60						\$363.60	\$0.00
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Rend Prov	Service Date	Proc	Mods	Rmrk Cd	Billed	Allowed	Deduct	Colns Grp / Rc / Q	y/ AdjAmt	Prov Adj Cd/ Amt	Prov Paid	Pat Bal Due
	05 Jul - 06 Jul 2013	H2014			\$145.44						\$145.44	\$0.00
					\$145.44	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$145.44	\$0.00





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Learning Check

- 1. From the Welcome page, where do you go to start your submission of a claim?
 - a. Tools
 - b. Reports
 - c. Claims
 - d. Help
- 2. You should always copy the template before entering information.a. Trueb. False
- 3. The rendering NPI is entered into Field 24J.a. Trueb. False
- 4. Will your claim be automatically submitted once it's in a Passed status?
 a. Yes
 b. No



HP Enterprise Services Contact Information

EDI Help Desk Phone: (877) 638-3472 (select option 2, then select option 0, then select option 3) Email: NVMMIS.EDIsupport@hp.com



Nevada Provider Training P.O. Box 30042 Reno NV 89520-3042 Phone: (877) 638-3472 (select option 2, then select option 0, then select option 4) Email: NevadaProviderTraining@hp.com



Thank you for your attention Enjoy the remainder of your day

