

Secure Provider Portal Training

Housekeeping



- Please mute your phone.
- Please do not put this call on hold-we can hear your hold music.
- Please hold all questions until the end of the presentation.

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Agenda

- Account Registration
- Account Details
- Portal Functionality:
 - o Patient Eligibility
 - o Patient Listings
 - Authorizations
 - o Claims
 - Secure Messaging
- Helpful Tips
- Contact
- Q&A



Secure Provider Portal Overview



- Portal is available 24/7 and Free
- Cost savings portal is free
- Better management of patient's care, i.e. care gaps
- Efficiency of electronic authorizations and claim submissions
- Accessible features:
 - Verify patient eligibility
 - $\circ~$ View and print your patient listings
 - Submit and view authorizations
 - Submit, view, correct and copy claims
 - Send and receive secure messaging
- Ability to switch between Multiple Provider Tax ID's
- Ability to switch between multiple products



Account Registration

Portal Registration



provider.arhealthwellness.com provider.arkansastotalcare.com



Account Creation





Secure Provider Portal:

- Verify member eligibility
- Submit and view status for claims and authorizations
- View detailed patient list
- Information contained on our Secure Provider Portal includes:
 - Member Eligibility
 - Patient Listings
 - Health Records & Care Gaps
 - Authorizations
 - Case Management Referrals
 - Claims Submissions & Status
 - Corrected Claims & Adjustments
 - Payments History
 - PCP Reports
- A login is required to access the secure portal
- If you have not logged in for more than 90 days, your account will automatically lock and require you to contact us for a password reset

Register Provider



Register P	r ovider Yo Pr	our	\rightarrow \rightarrow \rightarrow	Cancel
Your Details	1	?	Tax ID is a required field	
First Name	First			
Last Name	Last			
Email	name@domain.com	?		
Re-enter Email	name@domain.com			
Password	Password	?		
Retype Password	Password			

Next →

Error Message



L	If you receive error message: "We could not find your Tax ID in our system. If you have not already, please join our network." Please return to our public site to join the network. Once your data is in our systems you'll be able to create your account.					
	Register Provider	Your Progress	Cancel			
	We could not find your Tax ID in our system. If you have not already, p	alease visit our public site to join the network.				





Verification Code Inbox x
to me
Hi
To register for your Provider Portal account, please enter the following code:
6844
Thank you,
Annine Tenette
CONFIDENTIALITY NOTICE: This communication contains information intended for the use of the individuals to whom it is a privileged, confidential or exempt from other disclosure under applicable law. If you are not the intended recipient, you are not distribution or use of the contents is prohibited. If you have received this in error, please notify the sender immediately by telep permanently delete the communication from your system. Thank you.

Verification Code



Register Provide	r Your Progress Cancel
	Registering Provider 33/1149920 at superuseri@gmail.com
Confirm Email We've sent you an email with a 4-digit code If you didn't receive it, please check your Spo	to validate your email address. am or Junik folder.
	6844 Confirm
	Still didn't receive an email from us?

Account Setup



Register P	rovider	Your Progress
	Registering P	Provider 582128965 at aneasty@centers.com
Account Setu Inter your secret questions Nease do not close this w	IP and contact information below, and then click indow or your changes will be lost.	& "Submil" to complete your registration.
Secret Questions		
Guestion 1	What city were you born in?	
Automer	Clayton	
Guestion 2	What is your fevorile pets name?	
Answer	Claylon	
Guession 3	What is your mother's moider name?	
Answer	Clayton	
Contact Information	1	
Tolephone Number	3144450016	
Fax Number	3144450010 x	3
		Submit

Registration Complete







Portal User Management

Search for User					Invite a Use	er	1						
Email Email Verification Pending Cour	Last Name Last Name	Status Status	¥		Email Address name@domain. @ Send Invitation Account Manager.	com on Jaar Guida	Por car Ac	rtal Ao n click count	count here t	: Manag to acces iger Use	gers, ss the er		
nail Address ;	Last Name ;	First Name ;	TIN ;	Telephone Number :	Status (Gu	ide.					
nail Address †	Last Name ;	First Name :	TIN ;	Telephone Number :	Status (Active	Verify Account / Lipstain Unar	Gu	ide.					
nail Address †	Last Name ;	First Name (TIN :	Telephone Number :	Status ; Active Active	Merly Account / Lipstein Union Merly Account / Lipstein Union	Gu	ide.					
nall Address †	Last Name ;	First Name ;	TIN ;	Telephone Number (Stature ; Active Active Active	Verly Account / Lipbles Sher Verly Account / Lipbles Sher Verly Account / Lipbles Sher	Gu	ide.		11.00.0	Adha	Account Manager Access	0
vall Address (Last Name (First Name (TIN :	Telephone Number (Status ; Active Active Active Active Active	Verily Account / Lipsteis Cher Verily Account / Lipsteis Cher Verily Account / Lipsteis Cher Verily Account / Lipsteis Cher	Gu	ide.			Active PesswortExpired	Account Manager Access	0
nail Address †	Last Name (First Name ;	TIN :	Telephone Number ;	Stature ; Active Active Active Active Active Active	Verify Account / Lipidals Uner Verify Account / Lipidals Uner Verify Account / Lipidals Uner Verify Account / Lipidals Uner Verify Account / Lipidals Uner	Gu	ide.			Active PesswortExpred	Account Manager Access	0.0

Portal Account Manager

Your health plan is

responsible for verifying

user/registrant for your TIN.

Please contact your Provider

Relations rep or Provider

Services to get set up.



Helping Arkansas Live Better

SECURE PORTAL ACCOUNT MANAGER

WHAT YOU NEED TO KNOW

What is an Account Manager?

Account Manager is a role within the Secure Portal that is assigned to your health plan's primary contact within your practice. The purpose of this role is to help us maintain the safety and integrity of patient data.

The Account Manager is responsible for day-to-day support of all Secure Portal user accounts that are registered under the same Tax Identification Number (TIN). These responsibilities include:

- · Approving access for new Secure Portal users
- Assigning permissions for users based on their job responsibilities
- Regularly adjusting the permissions of users whose roles may have changed
- Terminating users who no longer work at the practice.

Accessing Account Manager Tasks

- 1) Click the User Management dropdown in order to complete Account Manager actions.
- 2) Search for a specific user by entering their name and email address, or view a list of all users in your practice.
- For new user accounts that need to be verified, select the Verification Pending box, click the Verify Account button, and follow instructions on the back page.
- 4) To view and edit details of existing accounts, click the Update User button and follow instructions on the back page.



Account Manager Tasks

Within the Update User Status and Permissions screen as shown below, the Account Manager has three tasks:

1) Enabling and Disabling Users

- Account Managers will receive an email when a user from their practice creates a new user account. The Account Manager will click Enable User to grant access to the user.
- User accounts are disabled after 90 days of inactivity. Account Managers can use this button to re-enable these users.
- If a user leaves the practice or no longer needs access to the Secure Portal information for that specific TIN, the Account Manager will click Disable User.

2) Send email to verify user accounts and to reset passwords

- Once a user is enabled, their status will change to "Unverified." The Account Manager can click Send Registration Email for the user to be notified that they must complete their registration.
- · If a user has forgotten their password, the account manager can click Send Password Reset Email.

3) Selecting/modifying access levels for users

- Account Managers are responsible for selecting and managing the appropriate access for each user in their practice.

Access levels include:

Health Records: View a patient's health records for number and type of visits, medications, Immunizations and labs, care gaps, etc.

Claims: View and submit claims.

Manage Account: Enable, disable, modify permissions for a specific TIN, and invite users to set up an account.

Eligibility: View and check eligibility for a specific patient.

Assessments: Complete or view a Health Risk Assessment (HRA) or Notification of Pregnancy (NOP) for a patient.

Authorizations: View and submit authorizations.

Undate User status and normissions for Josem

User information				
Erail)	etuang2@centene.com	Status Locks	d	
Name .	Jeremy Huang	Last Lopin Time 2014-0	11-28 10:27:26	Please
Telephone (Number	123 123-1234			Provider Relations rep Contact Provider Servi
Profile Information				for Secure Portal
191		Vented Tes		
Cast Access	C Health Recard Course	Charace Account Children Constitution	pet @ Assessment & G	full test college
Update Status	Obable user	and Personand Report Errori		3
Comments		200 dharadana ket		
Comments History	Updato User Rales 4076 kmcwe Updato User Rales 4076 kmcwe	ensylptomana.com 8308/2016 (solpt-alert/5-5- may@contens.com 8308/2016 (slent/5)	in i	
	<pre>stomp><actpt>alert(T)</actpt></pre>			



Account Details



Portal Landing Page

2			🛗 👤 Eligibility Patients Aut	orizations Claims Messaging	•
Viewing Da	shboard For: TIN	Vedicaid	V GO		
Quick	Eligibility Che	eck for Medicaid		Welcome	
Member ID o 123456789	or Last Name Birthda or Smith mm/d	te Check Eligibility		Add a TIN to My ACCOUNT	>
Decent	Olaima			Manage Accounts	>
STATUS	RECEIVED DATE	MEMBER NAME	CLAIM NO.	Reports	>
0	01/30/2020		T030I	Provider Analytics	>
0	01/30/2020		T030I	Recent Activity	
0	01/30/2020		T030I	Date Activity	
0	01/30/2020		T030I	01/13/2020 Your account has been enabled	9
0	01/30/2020		T030I	Quick Links	

Portal Account Details



		Eligibility Patients	Authorizations	Claims Me	Naging He	-
Go to Dashboard For	V Medicaid	v 60			(Account Details
						User Management
Account Det	ails	/ Update /	Account	Add a Tl	N	
User Name (Email)				Please note, pro additional TINs, be notified by er	which could to mail when veri	will need to validate any ake several days. You will fication is complete.
Password	********			Name TIN		
Telephone Number				Enter Name		
Fax Number				Tax ID		
Secret Question	What is your favorite pet's name?			123456789		
Secret Question	What city were you born in?					
Secret Question	What is your mother's maiden name?			Add TIN		
Your TINs 🛛	Provider Demographic Update Instructions TIN		l			
A Mark as Primary	Allwell		×			
A Mark as Primary	Ambetter		×			
A Mark as Primary	Behavioral Health		×			
* Current Primary	Medicaid		×			

Update Portal Account Details



Update Your In	formation			Next	Cancel
Your Information		Secret Questions			
Email		Question 1	What is your father's middle name?	•	
Password		Answer			
Retype Password		Question 2	What is your mother's maiden name	•	
Telephone Number	(111) 111-1111	Answer			
Fax Number	(111) 111-1111	Question 3	What city were you born in?	•	
First Name		Answer			
Last Name					

Update Portal Account Details



(cont.)

Review Your Changes	
The following changes will be made.	
Fax Number Submit Cancel	Add a TIN
	Fax number successfully updated.
	Please note, an Administrator will need to validate any additional TINs, which will take 1 business day. You will be notified by email when verification is complete.
	Name TIN
	Enter Name
	Tax ID
	123456789
	Add TIN

Account Details – Provider Demographic Update



		Eligibility Patients Authorizations	Claims Messaging Help
Go to Dashboard For	V Medicaid	T 60	Account Defails
			User Management
Account Det	ails	/ Update Account	Add a TIN
Name			
User Name (Email)			Please note, provider services will need to validate any additional TiNs, which could take several days. You will be determined by a several days.
Password	******		be notified by email when verification is complete.
Telephone Number			Enter Name
Fax Number			Tax ID
Secret Question	What is your favorite pet's name?		123456789
Secret Question	What city were you born in?		
Secret Question	What is your mother's maiden name?		Add TIN
Your TINs 🛛	Provider Demographic Updale Instructions		Click here to access the
A Mark as Primary	Allwell	×	Provider Demographic
A Mark as Primary	Ambetter	×	Update Instructions.
Aurk as Primary	Behavioral Health	×	
* Current Primary	Medicaid	×	

Provider Demographic Information Update



	e Users Name.
Eligibility Palents Authorizations Claims	Vessaging Arry natival Account Determ
Account Details screen appears. To modify information about the Specific TIN, click on the i TIN to update. Under each TIN, a list of associate providers will appe To update information about one of the Associated Providen To update information about one of the Associated Providen A list of possible Service Locations will appear. To update information about one of the Associated Provident A list of possible Service Locations will appear.	Individual ar. Sora, cick Verent Tillso Verent
Delevine Localises	4. Click on the name associated to the address to update.
Click Edit Location to update the provider information	Interview Interview Statement - Bright & Laviet MD
Click Edit Location to update the provider information – This information will update the Find A Provider website. The following Transaction attributes will be available for ed (if any additional updates are necessary – please contact;	
Click Edit Location to update the provider information – This information will update the Find A Provider website. The following Transaction attributes will be available for ed (if any additional updates are necessary – please contact) Transaction Set #1 - Provider Location Address Address 2 City	State and the second seco
Click Edit Location to update the provider information – This information will update the Find A Provider website. The following Transaction attributes will be available for ed (if any additional updates are necessary – please contact) Transaction Set #1 - Provider Location Address Address 1 City Transaction Set #3 - Provider Location Accessibility Casability (Yes or No)	
Click Edit Location to update the provider information – This information will update the Find A Provider website. The following Transaction attributes will be available for ed (if any additional updates are necessary – please contact) Transaction Set #1 - Provider Location Address Address 2 Ory Transaction Set #3 - Provider Location Accessibility Accessibility (Yes or No) Transaction Set #5 - Precisioner Gender Gender	Butterne - Black & Levit ND Bl



Portal Functionality: Patient Eligibility



Quick Eligibility Check

2			Éligibility	L. Patients	2 Authorizations	S Claims	Messaging	-
Viewing Das	shboard For : TIN	Plan Type Medicaid		• •	30			
Quick	Eligibility Che	eck for Medicaid			•	Welcor	ne	
Member ID o 123456789	or Last Name Birthda	d/yyyy 2 Check Eligibility 3				Add a TI	N to My ACCO	UNT >
						Manage	Accounts	>
Recent	t Claims	MEMBER NAME	CLAIM N	0		Reports		>
0	01/30/2020		T030I			Provider	Analytics	>
0	01/30/2020		T030I			Recent	Activity	
0	01/30/2020		T030I			Date	Activity	
0	01/30/2020		T030I			01/13/2020	Your account h	as been enabled.
0	01/30/2020		T030I			Quick	Links	



Eligibility Check

2	-			1 🛗 Eligibility	L. Patients	Authorizations	(Š Claims	Messaging		×
Viewing Eligib	ility For :	•	Medicaid	▼ GO						
Eligibil	ity Chec	k								
Date of Serv	ice 11/19/2019	Member ID or Last I	Name 123456789 (2 or Smith	DOB	3 n/dd/yyyy	Check Elig	4 ibility		A Print
ELIGIBLE	DATE OF SERVICE	PATIENT NAME	DATE CHECKED	PRODUC	т	CARE GAP	\$		LOG ER VISIT	
*	11/19/2019	>View details <mark>5</mark>	11/19/2019	TANF					ER Visit?	Remove
									Ļ	
							1	f Eligibility	Check is f	for an ER

visit, click ER Visit?.

Patient Overview



Overview Cost Sharing	throug	his pat h date	ient is eligibl is Jan 31, 2	e as of toda 019 and the	y, Jan 16, 2019. The premium paid claims paid through date is Feb 28,
Benefit Tracker	2019.				
Assessments	Patient Inf	formatio	n		PCP Information
Health Record		Name	JOHN DOE		The Patient Information
Care Plan		Gender	м		section displays the
Authorizations	E	Age	10/29/1991 23		member's demographic
Pharmacy PDL	м	ember #	001122333		Information.
Referrals	1	Address	123 ANYWHER LITTLE ROCK,	RE BLVD AR 72204	View PCP History
Coordination of Benefits	Eligibilit	ty Histo	ry		E
Claims	Start	End	Product Name	Product	G displays current and/or
Summary of Benefits	Jan 1.	Dec 31.	Ambetter	AR Balance C6	past coverage spans.
Document Resource Center	2019	2019	Balanced Care 6 (2019)	87%	Allergies
	Jan 1, 2018	Dec 31, 2018	Ambetter Balanced Care 6 (2018)	AR Balance C6 87%	None On File
	- mon	2			
	View C	linical Ir	nformation		

Patient Overview, cont.



hree Most Recen	t ER Visit	S	Top 5 Most Occurring Diagnosis
Primary Diagnosis	Date	Facility/Provider	MIX RECEPTIVE-EXPRESSV LANGUAGE D
EPISTAXIS	10/29/2019		DELAYED MILESTONE IN CHILDHOOD
		MEDICAL CENTER INC	SHORT STATURE CHILD
EPISTAXIS	08/28/2018		MOD PERSIST ASTHMA ACUTE EXACERBA
		MEDICAL CENTER INC	HYPERTROPHY TONSILS W/HYP ADENOID
PNEUMONIA	07/20/2018		Recent Pharmacy Activity
UNSPECIFIED ORGANISM		MEDICAL CENTER INC	FLOVENT HFA.AER 44MCG
hree Most Recen	t Innatien	t Admissions	MUPIROCIN OIN 2%
	(inpution		CEFDINIR SUS 250/5ML
Primary Diagnosis	Date	Facility/Provider	
HYPERTROPHY TONSILS WHYP ADENOIDS	05/10/2019	MEDICAL CENTER INC	
MOD PERSIST ASTHMA ACUTE EXACERBAT	04/30/2019	MEDICAL CENTER INC	
	t Office Vi	isits	
Primary Diagnosis	Date	Facility/Provider	
Primary Diagnosis HYPERTROPHY TONSILS WHYP ADENOIDS	Date 11/13/2019	Facility:Provider	
Primary Diagnosis HYPERTROPHY TONSILS WHYP ADENOIDS HYPERTROPHY TONSILS WHYP ADENOIDS	Date 11/13/2019 10/30/2019	Facility:Provider	



Patient Overview – Cost Sharing

Back to Eligibility Check	PRE. 001/480			
Overview	Cost Sharing Summary This member has no co-pay	-	This member has no co-pay.	Print Cost Sharing
Cost Sharing Assessments				
Health Record				
Care Plan				
Referrals				
Coordination of Benefits				
Claims				
Notes				

Patient Overview – Assessments



Back to Eligibility Check	BAREL GLOLAND	
Overview	Please tell us about your patient's health	Previous Assessments
Cost Sharing	Child Welfare Referral Assessment	Till Out Now! You have not told us about anything
Assessments	A Child Welfare Referral helps determine why a member is being referred to case management.	yet. Please fill out a form.
Health Record	Person Centered Service Plan (PCSP) Signature Addendum Please take a few minutes to fill out the form below.	Fill Out Now!
Care Plan		
Authorizations	If notice of pregnancy	(NOP) were applicable for
Referrals	the member, it would be	be available.
Coordination of Benefits		
Claims		
Document Resource Center		
Notes		

Patient Overview – Health Record



Back to Authorizations					
Overview	Visits Medications Immunization	ns Labs Allergie	s 🔶		
Cost Sharing	Information displaying on the member	rs health record is bas	ed on submitted claims.		
Assessments					
Health Record	Primary Diagnosis	Date	Visit Type	Claim Type	Facility/Provider
Care Plan	Low Back Pain	01/08/2020 - 01/08/2020	Home	Medical	
Authorizations	Low Back Pain	12/05/2019 - 12/05/2019	Home	Medical	
Referrals	Low Back Pain	11/07/2019 - 11/07/2019	Home	Medical	
Coordination of Benefits	Htn Heart Disease W/Heart Fail	11/01/2019 - 11/01/2019	Inpatient Hospital	Medical	
Claims	Cellulitis Of Right Lower Limb	10/31/2019 -	Innatient Hospital	Medical	
Power Account Service	COMPANY OF FRY IL CONTRE CATE	11/01/2019	inputerit respirat	in concern	
Estimate	Cellulitis Of Right Lower Limb	10/30/2019 - 10/30/2019	Inpatient Hospital	Medical	
Document Resource Center	Primary Osteoarthritis Pt Shoulder	10/30/2019 -	Innationt Hospital	Medical	
Notes	- tenery wateroutining in circuider	10/30/2019	angebrerit i respiral	meaned	
	Oth Nonspecific Abn Find Lng Field	10/30/2019 - 10/30/2019	Outpatient Hospital	Medical	



Patient Overview – Care Plan

Back to Authorizations	Care Plans come from the clinical These care plans are setup with t	l system. the case manager(s) for the patient.
Overview	This member's care plan to treat:	Case Worke
Cost Sharing	Integrated Care	
Assessments		
Health Record	Member reports he is SOB	
Care Plan	Goal: Member wants to be more active w	ithin 90 days by 2019-04-23
Authorizations	Member lacks knowledge/resources of his dise	ase process may be a barrier to success
Referrals	What we're doing:	
Coordination of Benefits	2019-04-23 CM will educate member on CHF 2019-04-23 Member agrees to elevate lower extr	remities when sitting and attend scheduled wound clinic
Claims	appts. 2019-04-23 CM will educate member on COPD 2019 05 17 Member agrees to exhedule follow u	a and with his DCD
Power Account Service Estimate	2019-05-17 Member agrees to schedule follow u 2019-04-23 CM will instruct member on breathing 2019-05-17 Member agrees to schedule needed 2019-04-23 Member agrees to schedule needed	ig techniques/ purse lip technique I appts with Cardiologist and Endocrinologist ke to 2L per day
Document Resource Center	2019-04-23 Member agrees to not use salt with h	his meals

Patient Overview – Authorizations



Back to Authorizations	Back to Authorizations				When viewing a member's authorizations, the list will display the last 18 months, regardless			
Overview	Authorizations		of the	submittin	g provide	r.		
Cost Sharing	STATUS	AUTH NBR	FROM DATE	TO DATE	DIAGNOSIS	AUTH TYPE	SERVICE	
Assessments	APPROVE	IP190	02/04/2020	12/31/9999	E87.6	INPATIENT	Medical	
Health Record	APPROVE	IP17s	10/29/2019	11/01/2019	150.9	INPATIENT	Medical	
Care Plan	APPROVE	IP167	07/19/2019	07/22/2019	L03.115	INPATIENT	Medical	
Authorizations	APPROVE	OP16	07/09/2019	09/06/2019	Z48.01	OUTPATIENT	Home Health	
Referrals	PARTIAL_APPROVE	IP162	06/08/2019	06/25/2019	L03.90	INPATIENT	Medical	
Coordination of Benefits	APPROVE	IP161	05/21/2019	05/24/2019	L03.90	INPATIENT	Medical	
Claime	APPROVE	IP158	04/24/2019	04/29/2019	150.9	INPATIENT	Medical	
Power Account Service Estimate	Create a New Authorization	Cl	ick an <u>Auth</u>	NBR to view	the author	rization details		
Document Resource Center			authorizat	te a New Au tion request	for the me	n, to submit a v mber.	ved	
Notes								



Patient Overview – Referrals

Back to Authorizations		
Overview	*Source	Please select Source
Cost Sharing		
Assessments	*Date	02/13/2020 2 ¥ 57 ¥ PM ¥
Health Record	Last Name, First Name	
Care Plan	Phone Number, Extension	
Authorizations	Additional Comments	
Referrals		
Coordination of Benefits		
Claims		Submit
Power Account Service Estimate	Utilizir	ng Referrals, allows providers to submit a member for
Document Resource Center	assista manag	ance from child welfare services, behavioral or case gement.
Notes		

Patient Overview – Coordination of Benefits



Back to Eligibility Check	
Overview	We do not have any COB information.
Cost Sharing	
Assessments	
Health Record	There is no coordination of benefits information on file for this member. When there is, it will display here.
Care Plan	
Authorizations	
Referrals	
Coordination of Benefits	
Claims	
Document Resource Center	
Notes	



Patient Overview – Claims

Back to Eligibility Check								
Overview								
Cost Sharing	CLAIM NO. †	REF/ACCT NO. ‡	DOS RANGE ‡	PAYMENT DATE ‡	RECEIVED DATE ‡	SERVICING PROVIDER ‡	BILLED/ PAID ‡	STATUS ‡
Assessments	<u>S319</u>	194173	11/13/2019 - 11/13/2019		11/14/2019	-	\$220.00/ \$103.52	PENDING
Health Record	<u>\$305</u>	193213	10/30/2019 - 10/30/2019	11/08/2019	10/31/2019		\$220.00/ \$103.52	PAID
Care Plan	<u>\$162</u>	184580	06/10/2019 - 06/10/2019	06/18/2019	06/11/2019		\$1,761.00/ \$622.66	PAID
Referrals	<u>5088</u>	179978	03/27/2019 -	04/05/2019	03/29/2019		\$220.00 / \$103.52	PAID
Referrars	4 items found, d	isplaying all items	Page 1/1 1					
Coordination of Benefits	Create a New Claim							
Claims	submit a web claim for the member.							
Document Resource Center								
Notes								
Patient Overview – Document Resource Center



Back to Eligibility Check				
Overview	_			
Cost Sharing		Document	Upload	Document Review
Assessments	1.	Document Category:	Please Select a Category Medical Necessity	•
Health Record	2	Document Type:	Quality Management Long Term Services And Supp	port
Care Plan	2.	Document Type.		
Authorizations	3.	Upload File:	Choose File No file chosen	
Referrals	4.		Submit	
Coordination of Benefits			_	
Claims		Docum	ents for the member c	an be uploaded here
Document Resource Center		based	on Document Category	options.
Notes				

Patient Overview – Notes (currently available for ARTC only)



Back to Eligibility Check				
Overview	Notes			
Cost Sharing				
Assessments	Create a New Note		Previous Notes	Date
	General Note	Write Note	General Note	May 3, 2017
Health Record		While Hole	General Note	May 5, 2017
Care Plan			General Note	May 10, 2017
			General Note	May 13, 2017
Authorizations			General Note	Aug 20, 2018
Referrals			General Note	Mar 12, 2019
			General Note	May 10, 2019
Coordination of Benefits			General Note	May 28, 2019
Claims				
Document Resource Center	Allows porta regarding th	l users to create and e member.	view notes	
Notes				



Portal Functionality: Patient Listing

Patient Listing



- Provider may download a patient list from the Dashboard (available for PCPs only)
- Providers are able to view and download a list of their assigned members
- Patient List will display the following:
 - Eligibility Status
 - Preferred Language
 - Member Name
 - Member ID #
 - Date of Birth (DOB)
 - Phone Number
 - Alerts

Patient List



			Eligibility Patien	ts Authorizations Me	essaging	•	
/iewing Patie	nts For : TIN	Plan Type Medicaid	GO	1			
Patier	t List as of 02/13/2020	→ ck eligibility to confirm the effective	date and benefits for this men	nber.	≜ Do	2 3 ownload Q Filter	
Eligible	Preferred Language :	Member Name :	Member ID 1	Date of Birth :	Pho	ne Number 1	
					ſ	Either Par	
				-		Provider NPI	Provider Medicaid Num
.						Member Last Name	
						Case Management	
					1	Emergency Department Special Needs	
.4						Preferred Language Disease Management	
						New Member	
				and the second s		Col Clear	
				-			



Portal Functionality: Authorizations



Authorizations

- Providers are able to use the portal to submit web authorization requests
- The Secure Portal allows a provider to view 18 months of a patient's authorization history



Authorizations Summary

					Eligibility	L. Patients	Authorizations	Claims	Messaging Help	-
	Viewing Author	rizations For :	TIN	Pla • M	n Type Displa	iys auth	orizations	submitte	ed under	Create Authorization
	Authori Please call the	izations	Processed Errors questions regarding v	Disclaimer oided authoriza	TIN, fo they v	or the la were sul	ast 90 days bmitted.	s, regardl e is updated e	ess how	<mark>⊋</mark> ≂ Filter
	STATUS	AUTH ID	MEMBER		FI	ROM DATE	TO DATE	DIAGNOSIS	AUTH TYPE	SERVICE
	APPROVE	IP186			0	5/12/2020	12/31/9999	M16.11	INPATIENT	Surgical
Click an authorization	APPROVE	IP190			0:	2/28/2020	12/31/9999	Z79.2	INPATIENT	Skilled Nursing
number to view	APPROVE	OP18			0	2/27/2020	03/27/2020	M21.961	OUTPATIEN	T Outpatient Surgery
authorization details.	APPROVE	OP18			0	2/19/2020	03/21/2020	\$83.512A	OUTPATIEN	T Outpatient Surgery
	APPROVE	IP187			0:	2/17/2020	12/31/9999	R10.2	INPATIENT	Surgical
	PEND	IP190			0:	2/11/2020	12/31/9999	D57.00	INPATIENT	Medical
	APPROVE	IP190			0	2/08/2020	12/31/9999	J18.9	INPATIENT	Medical
	APPROVE	OP15	-		0:	2/07/2020	05/07/2020	E66.01	OUTPATIEN	T Outpatient Services
	APPROVE	IP190			0	2/07/2020	02/11/2020	J10.1	INPATIENT	Medical

44



Authorization Details

Back to Authorizations		-	-	-								
Overview	Auth S	tatus: APPRO	VE			Explanat	tion: Pay					
Cost Sharing	Auth N Service Provide	br: OP18 : Outpatient Service	Surgery			Auth Type: OUTPATIENT From Date: 02/19/2020 To Date: 03/19/2020						
Assessments	Diagno	sis Code(s):	\$83.512A			Procedure Code(s): 29888 Notes & Attachments: View						
Health Record	Line	Service			Units	Units	Servicing	_		Medical	De	
Care Plan	Item	Туре	Start Date	End Date	Required	Approved	Provider	Location	Status	Necessity	Da	
Authorizations	1	Outpatient Surgery	02/19/2020	03/19/2020	2	2		Unspecified	APPROVE	Met as requested	01/	
Referrals	2	Outpatient Surgery	02/19/2020	03/19/2020	2	2		Unspecified	APPROVE	Met as requested	01/	
Coordination of Benefits	-)	
Claims	Back	to Authorizati	on List									
Document Resource Center												
Notes												

Create Authorization (Web Auth Request)



Eligibility Palents	Authorizations Claims Messaging
Viewing Patients For : TIN Plan Type Medicaid • GO	Smart Sheets Create Authorization
Authorization For	Enter Authorization
After hours emergent and urgent admissions, inpatient notifications or requests will need to be provided telephonically. Electronic requests will not be monitored after hours and will be responded to on the next business day. Please contact our Nursel/Nee line at 866-246-4358 for after-hours urgent admission, inpatient notifications or requests. Please select Service Type.	X Select a Service Type V
Emergency prior authorization requests sho completed telephonically.	uld be
	2. SERVICE LINE 3. FINISH UP

Web Authorization Request – Service Types



			Éigibility	L. Patients	Authorizations	Claims Mess		-	•
Viewing Patients For: TIN		Plan Type Medicaid	-	GO		Smart Sh	eets 🔒	Create Auth	orization
	Serv	ice Types are de	termined	l by the	Health Pla	n			_
Authorization For						Enter Authoriz	tation		
After hours emergent provided telephonical responded to on the n after-hours urgent adr Please select Service	DOB: and urgent admissi ly. Electronic request text business day. P mission, inpatient no Type.	MEDICAID NBR	r requests will r r hours and wil e line at 866-24	heed to be I be 46-4358 for	×	1. PROVIDER R Select a Ser Behavioral BH Med Communi Electroco Intensive Outpatie Paychiatr Psycholo Medical Ou Biopharm Cochlear DME Drug Tesl Experime Genetic T Home He Hospice Hyperbari Infertility	Vice Type Vice Type Outpatient Management I Outpatient Management Ity Based Sen invulsive Ther Outpatient Therapy ic Evaluation gical Testing Implants & Su ting Implants & Su ting Evaluation Court Setting Court Setting Court Setting Court Setting S	vices apy ierapy urgery tional iseling erapy	

Smart Sheets



 Smart sheets are from InterQual and help the physicians to know the criteria that is needed for a prior authorization to be approved.
 Clicking on smart sheets will open a disclaimer, not pictured, then the list of available procedures. Click on the desired procedure and the document appears. Providers can attach the completed form with the prior authorization request.



Γ	0	olar 7	acres a	-10	-	1								Inte	erQual®	
	Inte	tShee ist ictions	ts for p	marts rocedur	Shee es or D opriate	ts ME are Smart	availat	ble for y	iour ui te and	se. Th	e use o as an a	of Sma Machin	15			2015 Pr
	•		c	0			G	н	1	J	к	L	T	PATIENT:	Name	
	A													PROVIDER:	Facility Name	
	Ab.do	minal minal	Aprile.	Aneuro al Res	ection	A) Res	ection	and	Graft						Signature	
	ADE AR	enExc	endon i	Endome Repair	tricala Compl	Lapara	ascopi M	•						ICD-10:		
	Aden Aden Adren Aeros Aeros	oldect oldect oldect ol De	lamy di amy di amyAdi aliyary aliyary	ediatric enal Mi Devices Devices	. Ser	imexal size								Subset: App Requested S Age: Age ≥	pendectomy(1, 2, 3, 4 Service: Appendect 18) omy
		Deb.0	of De	2 Date:	201								-	INSTRUCTI	ONS: Choose one o	f the following options and o
														C110 4	and and all shows an	able and a builded also

2015 Procedures Criteria Appendectomy Appendectomy

2015 Procedures Criteria

PATIENT:	Name	DOB	IC#	GROUP#	
	Facility		Service Date		
PROVIDER:	Name		Fax#	Phone#	
	Signature		Date	NPUID#	
ICD-10:					
Subset: App	endectomy ^(1, 2, 3, 4)				
Requested S	Service: Appendectomy				
Age: Age ≥	18				
INSTRUCTION	ONS: Choose one of the following	options and continue to t	he appropriate section		
10. Appe	indiceal abscess or phlegmon by	imaging			

Tips to Remember



- Prior Authorizations are granted at the CPT code level
- If a claim is submitted that contains CPT codes that were not authorized, the services will be denied
- If additional procedures are performed during the procedure, the provider must contact the health plan to update the authorization in order to avoid a claim denial
- Authorizations can be updated but you cannot retro-authorize services:
 - The claim will deny for lack of authorization
 - If there are extenuating circumstances that led to the lack of authorization, the claim may be appealed.



Portal Functionality: Claims

Claim Features



- Providers are able to use the portal to access up to 24 months of claims-related history
- Providers may perform the following:
 - Create and submit a new claim
 - Copy claim
 - Correct claim
 - Submit Reconsideration
 - Submit Batch claims

Create Claim



<u></u>			🛗 🔔 Eligibility Patients Auth	orizations Claims Mes	saging -	
ewing Claims For :	TIN	Plan Type ▼ Medicaid	¥ GO	a 4	pload EDI 🔒 Create Claim	
Claims 🔳	E Individual Save	d Submitted Batch Re	curring Payment History M	ly Downloads Claims Au	ıdit Tool	Click Creat
Claims: Rece Search: Date Rar	ent ige : 12/31/2019 to 01/	/31/2020 Change dates			= Filter Q Search	web claim.
CLAIM NO. †	CLAIM TYPE ‡	MEMBER NAME (SERVICE DATE(S) ‡	BILLED/ PAID ‡	CLAIM STATUS :	
<u>T030</u>	CMS-1500	100.001	01/27/2020 - 01/27/2020	\$342.00 / \$0.00	S Pending	
<u>T030</u>	CMS-1500		01/27/2020 - 01/27/2020	\$219.00 / \$0.00	S Pending	
<u>T030</u>	CMS-1500		01/27/2020 - 01/27/2020	\$219.00 / \$0.00	C Pending	
<u>T030</u>	CMS-1500		01/27/2020 - 01/27/2020	\$219.00 / \$0.00	S Pending	
<u>T030</u>	CMS-1500	ALC: 10000	01/27/2020 - 01/27/2020	\$180.00 / \$0.00	S Pending	
<u>T030</u>	CMS-1500		01/27/2020 - 01/27/2020	\$345.00 / \$0.00	S Pending	
<u>T030</u>	CMS-1500		01/27/2020 - 01/27/2020	\$597.00 / \$0.00	S Pending	
<u>T030</u>	CMS-1500		01/27/2020 - 01/27/2020	\$219.00 / \$0.00	S Pending	
T030	CMS-1500	And a second sec	01/27/2020 - 01/27/2020	\$219.00 / \$0.00	C Pending	

te

Create Claim – Claim Type Selection





Create Claim – General Information



proughout the claim submission process, the rogress bar will display which step you are on. The umbered tabs on the right margin, correlate to the oxes on the CMS 1500 form on a professional web aim, and the UB-04 boxes on an institutional web aim.	Next +	
		Hover mouse
0000000	26	over tabs for additional
MM/DD/11/11 To MM/DD/11/11		information.
tt Type 🔻	14.	
t Type 🔻	15.	,
MM/DD/YYYY	18.	
	MM/DD/YYYY To MM/DD/YYYY t Type Y MM/DD/YYYY t Type Y MM/DD/YYYY	25 MM/DD/YYYY To MM/DD/YYYY t Type V MM/DD/YYYY 14. t Type V MM/DD/YYYY 15. MM/DD/YYYY 18.

Create Claim – Diagnosis Codes



Professional Claim for		Your Progress	\rangle	\rightarrow	>	>					
THIS SECTION: Diagnosis Codes Diagnosis Code and Additional Insuranc	e information.										
← Back					Nex	t →					
* Required field											
ICD Version Indicator*	ICD Version Indicator* ICD 10 Please note that for the claim statement dates entered, valid ICD-10 codes only are accepted.										
Diagnosis Codes*	XXXXX e.g. V875 Add	(Enter diagnosis code and click on A	id button)			21.					
	L739 FOLLICULAR DISORDER	UNSPECIFIED				Remove X					
	Add Coordination of Benefits	Click Add Coor submit a Secon	dination dary Cla	of Ben im.	efits,	to					
+ Back					Nex	t →					

Create Claim – Service Lines



	Professional Claim for		Your Progress	>>>>	
	THIS SECTION: Service Lines Enter maximum of 50 service	lines.			
	+ Back			Provider Details →	After entering or
Click + New	Total: \$0.00	* Required field		2 Save / Update	editing a Service
Service Line to enter additional Service Line(s).	+ New Service Line	Dates of Service*		24.8	Save/Update.
	Your added service lines will appear here.	Place of Service*	Select	24.b	
		Emergency	Yes No	24.0 EMG	
		Procedure Code*	20000X e.j	24.0	
		Modifiers	XX Add Please enter the modifier and	click the Add button.	
		Diagnosis Code(s)*	L739 - FOLLICULAR DISORDER UNSPECIFIED Z23 - ENCOUNTER FOR IMMUNIZATION	24.0	

Create Claim – Providers



Professional Claim for		Your Progress	\rightarrow	>	>	>	>
THIS SECTION: Providers Providers on this claim.							
+ Back						Ne	nt 🛶
Required field Referring Provider							
NPI 2000000000 Find Provider	Qualifier Select	*					17.
Last Name or Organizational Name	First Name						
Last Name Find Provider	First Name						
Rendering Provider only enter re	ndering provider inform	ation if not the same as Billing Provide	er Information	n.			
NPI Tax ID X00000000X Find Provider							24.j
Taxonomy # Last Name or Organizational Name	First Name						
X0000000X Last Name	First Name	Clear X					
Billing Provider							
Tax ID							32
Name" NPI		Taxonomy *					
Last Name 30000000	ĸ	X0000000X					
Address* City* State*	Zp*						
2000000000 2000000000 Select	▼ 20000X						

Create Claim – Attachments



Professional Claim for	Your Progress	\rightarrow	\rightarrow	>	>	
THIS SECTION: Attachments Add attachments to the claim (30ME	i limit).					
		Suppo	orted type	s are .jp	g, .tíf, .pd	f and .tiff
- Back	If there are no attachments, click Next.				Next	+
	Portal users can attach up to five (5) separate documents to their web claim submissions.					_
Attachments						
*Do NOT send password protected files.	You must click ATTACH for each file being submitted.					
File* Choose File No file chosen	Attachment Type* 2 Select Type		Attact	3		
There are no attached files.						
+ Back	If there are no attachments, click Next.				Next	+

Create Claim – Review and Submit





Create Claim – Submission Confirmation



	Image: Second system Image: Second system Eligibility Patients Authorizations Claims Messaging					
Viewing Claims For :	Create	Claim				
THIS SECTION: SUCCESS Congratulations!	The Success page displays the web claim submission					
Your claim has been submitted	confirmation ID. This ID can be used to search for the claim on the Submitted tab.					
Your confirmation ID is 800225232						

Claim Details



Back to Claims Claim Details		The Claim Details screen displays a summary of what	
S Claim: #S000MPE00000: PAID		was billed, how it was billed, and the status of the claim.	
Cia	aim Accepted In Proce	ess Paid	
Member	Provider	Claim	
Member Name: Jan Doe	Ref/Acct No.: RHMC00000	DOS Range: 04/03/2019 - 04/03/2019	
Member ID: U000000000	Servicing Provider: RIVER HELP ME CENTER	Received Date: 04/08/2019	
Member DOB: 03/21/1990	Servicing NPI:	Billed Amount: \$2,378.00	

Service Lines

Line	DOS	Proc	Dx	Modifiers	Place of Service	Charged	Payment Amount	Payment Date	Check No.	Status	Payment Codes
1	04/03/2019	920	G4710		22	\$2,378.00	\$1,066.87	04/15/2019		S PAID	AA,92

Correct Claim



Back to Claims Claim D	ck Correct Claim to correct a finalized claim.	
S Claim #\$000MPE00000: PA		
+Copy Claim		
	\oslash \odot	> - < > > > > > > > > > > > > > > > > >
	Claim Accepted In Proc	ess Paid
Member	Provider	The Secure Provider Portal allows
Member Name: Jan Doe	Ref/Acct No.: RHMC00000	information, except the provider
Member ID:	Servicing Provider:	data associated with the claim.
U000000000	RIVER HELP ME CENTER	04/08/2019
Member DOB:	Servicing NPI:	Billed Amount:
03/21/1990		\$2,378.00

Service Lines

Line	DOS	Proc	Dx	Modifiers	Place of Service	Charged	Payment Amount	Payment Date	Check No.	Status	Payment Codes
1	04/03/2019	920	G4710		22	\$2,378.00	\$1,066.87	04/15/2019		S PAID	AA,92

Correct Claim – General Information



Professional Claim for	Your Progress	> >
THIS SECTION: General Info Information about the dates of the claim. You are correcting a claim for T009I	On a corrected claim, the claim information original submitted is pre-populated. All of the information or Type (hanged, <i>except</i> for provider information or Type (TOB) on institutional claims. The claim will be pras a corrected claim.	inally on can be e of Bill rocessed
Required field Patient's Account Number*		
Statement Dates*	From 01/08/2020 To 01/08/2020 **Changing the statement dates from ICD 9 effective dates to ICD 10 effective dates or vice versa, may invalidate current diagnosis codes.	
Date of current liness, Injury, Pregnancy (LMP)	Select Type	
Other Date	Select Type	



Correct Claim – Service Lines

	Professional Claim for	Your Progress	\rightarrow
	THIS SECTION: Service Lines Enter maximum of 50 service	ines.	
	You are correcting a claim for	The original claim had three Service Lines. The first service line is displayed.	
	+ Back		After entering or
	Total: \$134.00	*Required field Now Viewing Line 1: 99213 / \$84.00 Click Delete to	uve/Update Line, click Save/Update.
If there is more than one service	PROCEDURE / CHARGES	Dates of Service* From 01/08/2020 To 01/08/2020 remove the Service Line on	24.3
line, click the service line to	2: 87804 / \$25.00	Place of Service* 72 - RURAL HEALTH CLINIC the corrected claim.	24.6
make changes.	3: 87804 / \$25.00	Emergency Yes No	24.6 EMG
		Procedure Code* 99213	24.8
		Modifiers XX Add Prease enter the modifier and clock the Add bytton.	



Correct Claim – Providers

Professional Claim for	Your Progress
THES SECTION: Providers Providers on this claim.	
You are correcting a claim for T00	Provider information cannot be changed on a corrected claim.
* Required field	
Please note when you are correcting information	a claim you cannot proceed further if you are attempting to correct/change your provider
NPI Find Provider	Qualifier 17.
Last Name or Organizational Name Last Name Find Provider	First Name First Name
Rendering Provider	
NPI Tax ID	24j
Last Name or Organization	Iname Prist Name

Correct Claim – Review and Submit



Professional Claim for	Your Progress	>	Σ	\rightarrow		
THIS SECTION:						
Review						
Please review your claim and submit.						
You are correcting a claim for T005						
						Click Submit to
				_		complete corrected
+ Back				Submit -	•	
				_	_	claim submission.
Almost danal						
Almost done!						
You can go back to review your claim or submit now.						
Claim Id: 822 Member Record Number Member Claim Amount Paid: Patient's Account Number:						
Ceneral Info Edit						
Statement From Date: 01/08/2020 Statement To Date: 01/08/2020						
Date of current liness, injury, Pregnancy (LMP):						
Other Date:						
Hospitalized From:						
Hospitalized To:						
Additional Claim Information:						
Outside Lab Amount:						
Prior Authorization Number:						
CLIA Number:						
Discussion Codes and Drimony Incomes and	14					
Diagnosis Codes and Primary Insurance Ed	<u>II</u>					

Copy Claim





Service Lines

Line	DOS	Proc	Dx	Modifiers	Place of Service	Charged	Payment Amount	Payment Date	Check No.	Status	Payment Codes
1	04/03/2019	920	G4710		22	\$2,378.00	\$1,066.87	04/15/2019		S PAID	AA,92

Copy Claim – General Information



ofessional Claim for	Your Progress	\rightarrow						
THIS SECTION: General Info Information about the dates of the claim.	On a copied claim, the claim information originally submitted is pre-populated. All of the information can be changed. The claim will process as a first-time claim.							
		Next →						
Patient's Account Number*	C0100							
Statement Dates*	From 01/02/2020 To 01/02/2020							
Date of current illness, Injury, Pregnancy (LMP)	Select Type MM/DD/YYYY							
Other Date	Select Type • MM/DD/YYYY							
Hospitalization	From MM/DD/YYYY To MM/DD/YYYY							

Reconsider Claim



Claim: #\$000MPE00000: PAID +Copy Claim Correct Claim CReco	submit the claim for reconsideration with appli attachments.	cable				
c	laim Accepted In Process	Paid				
Member Name: Jan Doe Member ID:	Ref/Acct No.: RHMC00000 Sequences	DOS Range: 04/03/2019 - 04/03/2019 Received Date:	DOS Range: 04/03/2019 - 04/03/2019 Received Date:			
U0000000000	RIVER HELP ME CENTER	04/08/2019	04/08/2019			
Member DOB: 03/21/1990	Servicing NPI:	Billed Amount: \$2,378.00				
Service Lines						
Line DOS Proc Dr	Place of Additions Service Charged	Payment Payment Amount Date Check No Status	Payment			

Line	DOS	Proc	Dx	Modifiers	Service	Charged	Amount	Date	Check No.	Status	Codes
1	04/03/2019	920	G4710		22	\$2,378.00	\$1,068.87	04/15/2019		S PAID	AA,92

Reconsider Claim



Back to home Claim Details											
🚯 Clair	m : #S0001	MPE00000:	PAID	-							
+Copy Claim											
				Reconsio	der Clain 00MPE00000	n):			×		
Member				For reconsiderations only. Not for appeals/Claim disputes Example: If an authorization was not obtained and/or you need to review for medical necessity, submit an appeal. Any submission on this form will be treated as a reconsideration.							
Jan Do	Name: De			Please refer to your Provider Manual.							
Member ID: U0000000000 Member DOB: 03/21/1990				Reconsiderat Select Reco	tion Type	vpe V	_		Select your Type, the	Reconsider	ration mit
Service Lines											
Line	DOS	Proc	Dx	Modifiers	Place of Service	Charged	Payment Amount	Payment Date	Check No.	Status	Payment Codes
1	04/03/2019	920	G4710		22	\$2,378.00	\$1,066.87	04/15/2019		S PAID	AA,92

Reconsideration Type





Reconsideration Form



 This form is dynamic; depending on the type selected, notes and/or documents may be required

orm	Helping Arkansas Live Better					
Reconsider Claim	× Reconsider Claim ×					
For reconsiderations only. Not for appeals/Claim disputes Example: If an authorization was not obtained and/or you need to review for medical necessity, submit an appeal. Any submission on this form will be treated as a reconsideration. Please refer to your Provider Manual.	For reconsiderations only. Not for appeals/Claim disputes Example: If an authorization was not obtained and/or you need to review for medical necessity, submit an appeal. Any submission on this form will be treated as a reconsideration. Please refer to your Provider Manual.					
Reconsideration Type Other Notes Brief Explanation Required	Reconsideration Type Denied for Untimely Filing Notes Brief Explanation					
500 Character Limit Upload Documents Choose Files Uploaded Files	500 Character Limit Upload Documents Proof of Timely Filing attachment Required Choose Files Uploaded Files					
Email Updates Check here to receive email status updates for this reconsideration. Please upload files less than 10MB each. Supported file formats are PDF, TIFF, TI JPEG, and JPG. Cancel	Email Updates Check here to receive email status updates for this reconsideration. F. Please upload files less than 10MB each. Supported file formats are PDF, TIFF, TIF, JPEG, and JPG. Cancel					

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Reconsideration Form continued



- Providers are able to opt in or ۲ out of email updates using the Email Updates checkbox.
- Email updates are triggered ٠ when Reconsideration Letters are posted
- Portal user's email address • populates from portal
 - Not editable on form \cap
 - Emails will only generate for Ο submitted cases

Reconsider Claim	×	
	- 1	
For reconsiderations only. Not for appeals. Example: If an authorization was not obtained and/or you need to review for medical necessity, submit an appeal. Any submission on this form will be treated as a reconsideration. Please refer to your Provider Manual.		
Reconsideration Type		
Other 🔻		
Notes Srid Evolution Required		
	Pa	
500 Character Limit		
Upload Documents		
Choose Files	0	Click Submit
Uploaded Files		 after populating
Email Updates	11 8	all required
Check here to receive email status updates for this reconsideration.		fields.
Please upload files less than 10MB each. Supported file formats are POP, TIFF, 1 JPEQ, and JPQ.	ne,	



Reconsideration in Process

Back to Claims	Claim Details					
Claim #T	: Denied					
			RECONSIDERATION	-		
C: Reconsideratio	aim Accepted In Process	Denied	In Process Ou	-O Dutcome TBD		Click the paperclip icc to view document(s)
C: Reconsideratio Created Date	aim Accepted In Process on Details Type	Denied Current Status	In Process Or Reconsideration Number	-O Dutcome TBD	Tools	Click the paperclip icc to view document(s) submitted fo
Ci Reconsideratio Created Date 02/27/2020	aim Accepted In Process In Process Type General Correspondence	Denied Current Status In Progress	In Process Ou Reconsideration Number S-69096	-O butcome TBD	Tools	Click the paperclip ic to view document(s submitted fo the reconsidera
Ci Reconsideratio Created Date 02/27/2020 Member	aim Accepted In Process on Details Type General Correspondence Provider	Denied Current Status In Progress Claim	In Process Or Reconsideration Number S-69096 Most Recent Payment	-O Dutcome TBD	Tools	Click the paperclip ic to view document(s submitted fo the reconsidera request, or t

Finalized Reconsideration



+	Claim #T	Correct Ci	in C	enied Plecansider Cla	in.						
	Ca	Ø	4	Di Proce)			le Precess	nscent	in]
Crea	onsideration And Date	n Details Type	•			Current Stat	tue .	Reconsideration	Number		Toole
02/5	42020	Gene	ral Corres	pondence		Upheid		5-67896			
Mer	nber		Provi	der		Claim		Most Recent	Paymen	t	
Marri	ber Name:		RefAcc	No.:		DOS Range		Payment Date:		Paid Claim A	mount
Marri	er ID.		Service	g Provider.		Received Date:	52629	Check/EFT Numb	or.	Total Check	Amount
-						01/08/2020				\$955.06	
Ulani	ker DOB.		Service	g NPL		Billed Amount: \$38.00		Check Dated: 01/13/2020			
iervi	ce Lines										
Line	005	Proc	Dx	Modifiers	Place of Service	Charged	Paid Amount	Payment Date	Check/EF T Number	Status	Payment Codes
1	01/03/2020	90666	223	EP, TJ	11	\$38.00	\$0.00	02/25/2020		O DENY	01
	01/05/2020	90666	223	EP; TJ	11	\$38.00	\$0.00	02/25/2020		O DENY	
	01/03/2020	90666	223	EP, TJ	11	(538.00)	\$0.00	02/25/2020		Ø PND	
	01/03/2020	90888	223	EP, TJ	11	\$36.00	\$0.00	01/14/2020	08000012 6623	Ø PAID	
Der	Ial Code	Der	konpition								

The reconsideration outcome will be available once the reconsideration is finalized.

Back to Claims



Back to Claims Claim Details	3		
Clain #S000MPE00000: PAIL Copy Click Back to Claims to return to the Claims Click Summary screen	Claim Accepted In Process	Paid	
Member	Provider	Claim	
Member Name: Jan Doe	Ref/Acct No.: RHMC00000	DOS Range: 04/03/2019 - 04/03/2019	
Member ID: U0000000000	Servicing Provider: RIVER HELP ME CENTER	Received Date: 04/08/2019	
Member DOB: 03/21/1990	Servicing NPI:	Billed Amount: \$2,378.00	
Sorvice Lines			

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-				_		-	-

Line	DOS	Proc	Dx	Modifiers	Place of Service	Charged	Payment Amount	Payment Date	Check No.	Status	Payment Codes
1	04/03/2019	920	G4710		22	\$2,378.00	\$1,066.87	04/15/2019		S PAID	AA,92

Saved Claims



Viewing Claims Fo	The Save that were	d tab contair created, but	ns drafts of claims t never submitted.	• 60		1 Upload E	DI 👩 C	reate Claim
Claims Claims listed below har Drafts Profe	Individual ve missing informatio	Sayed Submit	ted Batch Payr ck 'Edit' to view a claim, then fix Institutional Ready to be \$	nent History My Dow any errors or complete it befor submitted	vnloads Fre submit ORIC	draft allows you Delete as neede Ig the hyperlinks	to Edit d by below.	
CREATED †	The follo	owing tabs co	ntain claim	ID ‡	CLAIM#:	CHARGES ‡		
09/11/2016	drafts th	at were fully	completed,	445566777		\$0.00	Edit	Delete
09/10/2016	ud	t never subm	intted.	001122333		\$0.00	Edit	Delete
09/03/2016	CMS-1500	261444555	NACK JICOLSON	554433111		\$77.68	Edit	Delete
08/30/2016	CMS-1500	261555666	DIN VIESEL	357148629		\$100.46	Edit	Delete

Submitted Claims



Claims	≡Indiv	/idual	Saved	Submitted	Batch	Payment	History	My Downloads	Claims Audit Tool]	Q Filter
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.		04/12/	2019	814517214	P851IM	E14544	CMS-1	500 JOHN D	DE	001122333	\$442.50
de		04/09/	2019	814470108	P951IM	E14641	CMS-1	500 JAMES	OOE	445566777	\$1,040.00
G		04/09/	2019	814464082	P546IM	E23541	CMS-1	500 JAMES	OCE	001122333	\$5,600.00
.de		04/05/	2019	814432365	P756IM	E42154	CMS-1	500 JAMES	OCE	445566777	\$202.00
.		04/04/	2019	814414968	P711IM	E33333	CMS-1	500 JOHN D	DE	001122333	\$405.23
de		04/04/	2019	814410402	P822IM	E11111	CMS-1	500 JOHN D	DE	445566777	\$162.00
-		04/04/	2019	814410302	P810IM	E21212	CMS-1	500 JANE DO	Œ	001122333	\$1,890.00
de la		04/04/	2019	814410171	P712IM	E12345	CMS-1	500 JANE DO	DE	445566777	\$1,890.00

Claims – Batch

arkansas arkansas health & wellness. total care. Helping Arkansas Live Better

			Eligibili	🔔 y Patients	Authorizations Clu	S Messaging	
Viewing	Claims For: TIN	Plan Type	~ G	•		👔 Upload EDI	🔓 Create Claim
Cla		Saved Submitted Batch	Payment History	My Downloads	Claims Audit Too	k	
Batc	h Claims Uplo	ad			Resou	ces	
1.	Check your codes	ISA05 = ZZ, ISA06 = WebBatch or WEB 421406317, GS02 = WebBatch or WEB additional EDI information, please refer	BATCH, ISA07 = 30, I BATCH, GS03 = 42140 to Resources.	SA08 = 06317. For	Please note t claims files or are not famili	hat we currently acce nly. We apply HIPAA ar with generating or	ept formatted 837 level 5 edits. If you submitting an 837 file.
2.	File Type	8371 837P Please choose a file format of .dat, .edi,	or .txt no larger than 5	MB.	please use a submission n claims submi which to subr	clearinghouse or our nodule. We are contin ssion tools to allow yo nit claims to use dire	single claims nually developing new ou other formats by ctly both individually
3.	Upload File:	Choose File No file chosen			Compan	ion Guides	>
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Claims – Batch



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Start Date	le:		End Date:								
12/31/2	019		01/31/2020								
Date spa	an limited to a	1-month period.									
Confirma	stion #. B	atch Claim Status:									
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For question	ons regarding e	rors please contact the	health plan.								
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DATE	TYPE	CONFIRMATION	FILE NAME			STATUS			ALLOW THE		
							997/999 FILE	IA1 FILE	AUDULT FILE		
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01/03/2020	837P	51190627	51190627_		1.3.20.DAT	ACCEPTED	Download	Download	Download	.	Click Download to export the respect
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01/07/2020 01/07/2020 01/07/2020 01/21/2020	837P 837P 837P 837P	51190627 51191189 51191206 51193483	61190627_ 61191189_ 61191206_ 61193483_		1.3.20.DAT .7.20.DAT .7.20.DAT 1.21.20.DAT	ACCEPTED PARTIAL_REJ ACCEPTED PARTIAL_REJ	997/999 File Download Dect Download Download	Download Download Download Download	Download Download Download Download	4	Click Download to export the respect file for review.

Payment History



Claims	Individual Saved	Submitted Batch Payn	nent History My Downloads Claim	s Audit Tool	Q, Filter
Transacti I activity posted to structions: To view	ONS your account between 03/15/2 v transaction details, click the c	2019 and 04/15/2019 .	The Payment History tab explanations of pay	includes check history ment (EOP) per check.	and
CHECK DATE 1	CHECK NUMBER [CHECK CLEAR DATE [MAILING ADDRESS :	PAYMENT AMOUNT 1	PAYEE_ID ;
04/15/2019	0902008445	EFT	1234 ANYWHERE . LITTLE ROCK, AR 72204-2228	\$90.89	G YXSJ
04/15/2011 Clie	ck on a check date		1234 ANYWHERE LITTLE ROCK, AR 72204-2228	\$459.00	G ZDGE
04/15/2011	information.		1234 ANYWHERE LITTLE ROCK, AR 72204-2228	\$0.00	G YSBG
04/15/2019	0001787889		1234 ANYWHERE LITTLE ROCK, AR 72204-2228	\$476.77	G YHFL
04/15/2019	0001788134		1234 ANYWHERE LITTLE ROCK, AR 72204-2228	\$487.02	G VYRS
04/15/2019	0902008372	EFT	1234 ANYWHERE LITTLE ROCK, AR 72204-2228	\$172.17	G WOMJ
04/15/2019	0001788073		1234 ANYWHERE LITTLE ROCK, AR 72204-2228	\$519.28	G FFNM
04/15/2019	0001787898		1234 ANYWHERE LITTLE ROCK, AR 72204-2228	\$471.08	G YWYG
04/15/2019	0001788135		1234 ANYWHERE LITTLE ROCK, AR 72204-2228	\$874.61	G YWQQ
04/15/2019	0001787670		1234 ANYWHERE LITTLE ROCK, AR 72204-2228	\$265.20	G YXRC



Viewing Claims For : 123456789	• 60		👔 Upload EDI 💋	Create Claim
Explanation of Payment Dataile	The Explanation of Payment details will display.			
Check/Trace Number: 0911223344 Check Date 09/20/2	2016	CK to Payments List	Download (Excel Format)	e Print
Insured Name: JOHN DOE Patient Name: JOHN DOE Control Number: P366IME04807 Service Provider: PROVIDER NAME	Group: ID: 001122334 Account: 874566 NPI: 123456789	iC788589 D		
View Service Line Details Insured Name: JANE DOE Patient Name: JANE DOE Control Number: 0367IN Service Provider: PROVI	Group: ID: 002244556 tion about NPI: 123456789	7C788590 D		
View Service Line Details Insured Name: JUDITH DOE Patient Name: JUDITH DOE Control Number: P368IME04809 Service Provider: PROVIDER NAME	Group: ID: 003355667 Account: 87658 NPI: 123456789	3C788410 0		



Explan	nation of	Payn	nent l	Deta	ils				Important I	nformation Ba	ok to Payments Lis	a 🔺	Download (E	xcel Forma	t) 🌲 Print
neck/Trace	Number: 0911	1223344	Check	Date	09/20/20	16									
Isured Name: JOHN DOE Vatient Name: JOHN DOE Control Number: P366IME04807 iervice Provider: PROVIDER NAME Mew Service Line Details						Group: ID: 001122334 Account: 874566C788589 NPI: 1234567890									
Serv	Date	Diag#/ Drug#	Proc#/ Proc2	Mod	Days/ Cnt Qty	Charged	Allowed	Deduct/ Copay	Coinsur	Discount/ Interest	Med Allow/ Med Paid	трр	Denied	Remit Codes	Payment
10	08/16/2016	29590	99213	AF	0/1	38.26	33.27	0.00/0.00	0.00	0.00/0.00	0.00/0.00	0.00	0.00	92	33.27
20	08/17/2016	29590	96372	AF	0/1	22.59	18.71	0.00/0.00	0.00	0.00/0.00	0.00/0.00	0.00	0.00	92	18.71
Sub Total:						\$60.85	\$51.98	\$0.00/\$0.00	\$0.00	\$0.00/\$0.00	\$0.00/\$0.00	\$0.00	\$0.00		\$51.98
PAID ACC		CONTRA	ONS CTPRO	ESSIN	IG GUIDE	LINES	e	The Rem xplanatio	it Code n for ea b	Description Ch Remit reakdown	ons provide Code listec	es an 1 in t	he		
tient Name ntrol Numb rvice Provi	e: JANE DOE : JANE DOE ber: P367IME(ider: PROVIDI e Line Details	04808 Er nam	E					Group: ID: 002 Accoun NPI: 12:	244556 1: 8755770 34567890	C788590					
sured Name atient Name ontrol Numt ervice Provi	e: JUDITH DOI b: JUDITH DOI ber: P368IME0 ider: PROVID	E 04809 ER NAM	E				Group: ID: 003355667 Account: 876588C788410 NPI: 1234567890								



Portal Functionality: Secure Messaging



eligibility Patients Authoria	zations Claims Messaging
Viewing Dashboard For : TIN Plan Type	Click Messaging.
What you need to know about COVID.19: Note: As of January 1, 2020, QualChoice Marketplace plans (AR Works and FFM) will be rebranded as Ambetter. For information regarding services dated prior to 1/1, please utilize the QualChoice Member and Provider My Account online portals. For information regarding services dated on or after 1/1, please use the Ambetter Secure Member and Provider portals.	Welcome Add a TIN to My ACCOUNT >
Quick Eligibility Check for Ambetter	Manage Accounts > Reports >
Member ID Only Bithdate 123456789 or Smith mm/dd/yyyy Check Eligibility	Patient Analytics > Provider Analytics >
Recent Claims STATUS RECEIVED DATE MEMBER NAME CLAIM NO. Image: Object of the state	Recent Activity Date Activity
	Go Paperless
Image: 08/11/2020 Image: 08/11/2020	Empower your practice with electronic settlement. Now you can receive EFT's and ERA's without investing
S 08/11/2020	in new technology and without changes to current systems. PaySpan Site

Creating a Message







Helping Arkansas Live Better

	E	iii ligibility	<u>.</u> Patients	Z Authorizati	s ons Claims	Messaging	
Viewing Messages For :	TIN Plan Type	~	GO				Create Message
New Message							
		If you	ur message	is about a sp	pecific member,	please include	their ID and Date of Birth
То	Ambetter of Arkansas 🗸	berow		Member ID	123456789		
Subject	Select a subject 🗸		D	ate of Birth	mm/dd/yyyy		
	Select a subject						
Your Message	Benefit Inquiry - Transportation						
	Eligibility Inquiry						
	Claim Payment						
	Claim Status						
	Claim Adjustment						
	Contract Clarification						
	Contract Request						
	Provider Material						
	Provider Relations Visit Request				/		
	Appeal						
	Provider Demographic Correction/Update						
	Member Connections Request - Member/Patient C	Dutreach					
	Provider Panel Question	Jac	cy Policy	Copyright	© 2020, Centen	e Corporation	
	Member/Patient Problem						
	Benefit Inquiry - Benefit Limits/Copay						
	Other						



New Message	We've selected Claim Payment		
	for this example.	If your message is about a sp below.	pecific member, please include their ID and Date of Birth
following	text box. Be sure to	Member ID	123456789
	needed.	Date of Birth	mm/dd/yyyy
Your Message	Hello, I'm interested in getting set up for Electronic Fund that? Please advise, Thank you Click Send to submit your message. Send Cancel	s Transfers, how would I go abo	put doing

Message Confirmation



				iii Eligibility	L. Patients	Authorizations	(S Claims	Messaging		
Viewing Mess	ages For :		۲	۲					/ Crea	ite Message
Secur	e Mess	aging			п	A confirr nessage w	natior as ser	n that yo it will dis	our splay.	
Inbox	Sent	Trash	Success! Message sent							×
No Messag	No Messages to display									
			No Message to display							



liewing Das	hboard For :	,	A red notification icon with th number of unread messages v appear.	ne vill Click Messa	ging.
Quick I	Eligibility Ch	eck _{tate}		Welcome	
	You'l	l receive a respons within 1 – 2 bus	e to your message siness days.	Add a TIN to My ACCOUNT	>
Recent STATUS	RECEIPT DATE	MEMBER NAME	CLAIM NO.	Reports	>
0	09/20/2016	JOHN DOE	P555IME66666		
0	09/20/2016	JOHN DOE	P444IME55555	Recent Activity	
0	09/18/2016	JANE DOE	P333IME44444	a and	
0	09/05/2016	JOHN DOE	P222IME33333		
			D1110050000		







Helpful Tips





Amb	oetter	Ally	well	Arkansas Total Care			
In-Network	Out of Network	In-Network	Out of Network	In-Network	Out of Network		
180 days	90 days	180 days	N/A	365 days	365 days		

- Initial Claims: Days are calculated from the Date of Service to the date received by the health plan
 - For observation and inpatient stays, the date is calculated from the date of discharge

Claim Audit Tool



- Our organization provides a web-based code auditing reference tool designed to "mirror" how our code auditing software evaluates code combinations during the auditing of claims
- The tool offers several benefits:
 - Prospectively access the appropriate coding and supporting clinic edit clarifications for services before claims are submitted
 - Proactively determine appropriate code/code combination representing the service for accurate billing purposes
 - Retrospectively access the clinical edit clarifications on a denied claim for billed services after and Explanation of Payment (EOP) has been received

DISCLAIMER: This tool is used to apply coding logic ONLY. It will not take into account individual fee schedule reimbursement, authorization requirements, or other coverage considerations. Whether a code is reimbursable or covered is separate and outside of the intended use of this tool.

Claim Audit Tool



- Available through Secure Provider Portal
- Select the Claims tab, then Claims Audit Tool



Claim Entry



MSKESSON Empowering Healthcare			9		C	ear Claim Conne	ction	M						
Claim Entry		0	Mala (Frank		Complete this portion.			McKes	ison Edit Deve	lopment G	Glossary Ab	out Help	Logoff
Date of Birth: ICD Code Set:		12	D-10 ∨	2 / 2010	(mm/dd/yyyy)									
Click grid to enter info * For quick entry, use Service and Place o	ormation. e your Down A f Service will g	rrow key give you t	after you	u enter a Proc e defaults.	edure Code. Date	Enter each service lin	ne for t	t <mark>he clain</mark> f Service will d	n. efault to 11 (Of	flice). Tabbing t	through Date	of		
Line Procedure N	fod 1 Mod 2	Mod 3	Mod 4	Qty.	Date of Service	Place of Service	~	Line Diag. 1	Line Diag. 2	Line Diag. 3	Line Diag.	4		
	╡┝		╞╡		102010		<u> </u>	700.404	\models			4		
2 85025				1	4/15/2019	23 (ER - Hospital)		200.121				4		
3 81001				1	4/15/2019	23 (ER - Hospital)	V	Z00.121						
4						select]		
5 Add More Procedures >	ad	Clic Proce	k Ad edure nal se	d More es to ad ervice li	d nes.	select Review Claim Audit Results	Cli Re	ck Revie sult to s	ee the r	esults.]		

Claim Audit Results



Ет	powering He	althcare		2	2		Clear	Claim Co	onnec	tion [™]					
lain	n Audit Re	sults													
Gen Date ICD	der: of Birth: Code Set:				F 1 1	Female 12/22/ ICD-10	2010						Rec	Click the	on
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Clic ine	c on reco Procedure 80055	mmendation of "Disallow" or "R Description OBSTETRIC PANEL	leview Mod 1	" to ob Mod 21	rtain cl Mod 3M	inical (lod 4Q	edit clarification ty.Date of Serv 1 4/15/2019	n. icePlace of Service 23 (ER - Hospital)	Line Diag. 1 200.121	Line Diag. 2	Line Diag. 3L	ine Diag. 4R	VU <mark>Pay</mark> /a	%Recommendation	
Clic ine 1 2	k on reco Procedure 80055 85025	mmendation of "Disallow" or "R Description OBSTETRIC PANEL COMPLETE CBC W/AUTO DIFF WBC	leview Mod 1	" to ob Mod 20	vtain cl Mod 3M	inical (lod 4Q	edit clarification ty.Date of Serv 4/15/2019 4/15/2019	n. 23 (ER - Hospital) 23 (ER - Hospital)	Line Diag. 1 200.121 200.121	Line Diag. 2	Line Diag, 3L	ine Diag. 4 R	VUPay /a 0	%Recommendation Allow Disallow	

Claim Edit Clarification



McKesson Edit Development Glossary About Help Logoff

Clinical Edit Clarification

1 of 1 Clarifications

New Claim Current Claim Review Claim Audit Results

Printable Version

Inquiry:

Why is procedure 85025 disallowed when submitted with procedure 80055?

Procedure	Description
85025	BLOOD COUNT; COMPLETE (CBC), AUTOMATED (HGB, HCT, RBC, WBC AND PLATELET COUNT) AND AUTOMATED DIFFERENTIAL WBC COUNT
80055	OBSTETRIC PANEL THIS PANEL MUST INCLUDE THE FOLLOWING: BLOOD COUNT, COMPLETE (CBC), AUTOMATED AND AUTOMATED DIFFERENTIAL WBC COUNT (85025 OR 85027 AND 85004) OR BLOOD COUNT, COMPLETE (CBC), AUTOMATED (85027) AND APPROPRIATE MANUAL DIFFERENTIAL WBC COUNT (85007 OR 85009) HEPATITIS B SURFACE ANTIGEN (HBSAG) (87340) ANTIBODY, RUBELLA (86762) SYPHILIS TEST, NON-TREPONEMAL ANTIBODY; QUALITATIVE (EG, VDRL, RPR, ART) (86592) ANTIBODY SCREEN, RBC, EACH SERUM TECHNIQUE (86850) BLOOD TYPING, ABO (86900) AND BLOOD TYPING, RH (D) (86901)

Response:

A rebundling edit identifies two or more procedures used to report a service when a single, more comprehensive procedure code exists that more accurately represents the service performed. Occasionally, the code that represents the comprehensive procedure is added to the claim resulting in the component procedures being disallowed. To correct this type of coding error, the unbundled procedure code(s) is rebundled to the comprehensive procedure code.

Therefore, procedure 85025 is not recommended for separate reimbursement when submitted with procedure 80055.



Contact Information



Allwell from Arkansas Health and Wellness Provider Services

Phone: 1-855-565-9518 TTY/TDD: 711 allwell.arhealthwellness.com



Ambetter from Arkansas Health and Wellness Provider Services

Phone: 1-877-617-0390 TTY/TDD: 1-877-617-0392 ambetter.arhealthwellness.com



Arkansas Total Care Provider Services

Phone: 1-866-282-6280 TTY/TDD: 711 ArkansasTotalCare.com



Education Requests

Would you like training for you and your staff? You can submit your requests to Providers@arhealthwellness.com Providers@ArkansasTotalCare.com





Questions?





Thank you for joining!