User Guide

ForwardHealth Provider Portal Comma-Separated Values Remittance Advice

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WISCONSIN DEPARTMENT
of HEALTH SERVICES

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1 Introduction

A Comma-Separated Values (CSV), also called Comma Delimited, file is a specially formatted plain text file that stores information in a format that can be easily imported into a spreadsheet or database regardless of the file type.

Downloadable CSV-formatted Remittance Advices (RA) allow users the benefits of building a customized RA specific to their use and the ability to save the file to their computer. A CSV file appears as linear text separated by commas until it is downloaded into a compatible software program. Once downloaded, the file may be saved and the data manipulated as desired.

A CSV file may be downloaded into a Microsoft Office Excel spreadsheet or into another compatible software program, such as Microsoft Office Access or Apache OpenOffice. OpenOffice is a free software program obtainable from the Internet. Google Docs and ZDNet also offer free spreadsheet applications.

Note: The examples in this user guide use Microsoft Office Excel 365. Earlier versions of Microsoft Office Excel will work with the CSV file; however, files exceeding 65,000 lines may need to be split into smaller files when downloading. If using another program, the user should consult the Help function of their specific program for instructions on how to import the file.

2 Download Remittance Advices in a Comma-Separated Values Report Format

1. Access the ForwardHealth Portal at https://www.forwardhealth.wi.gov/.
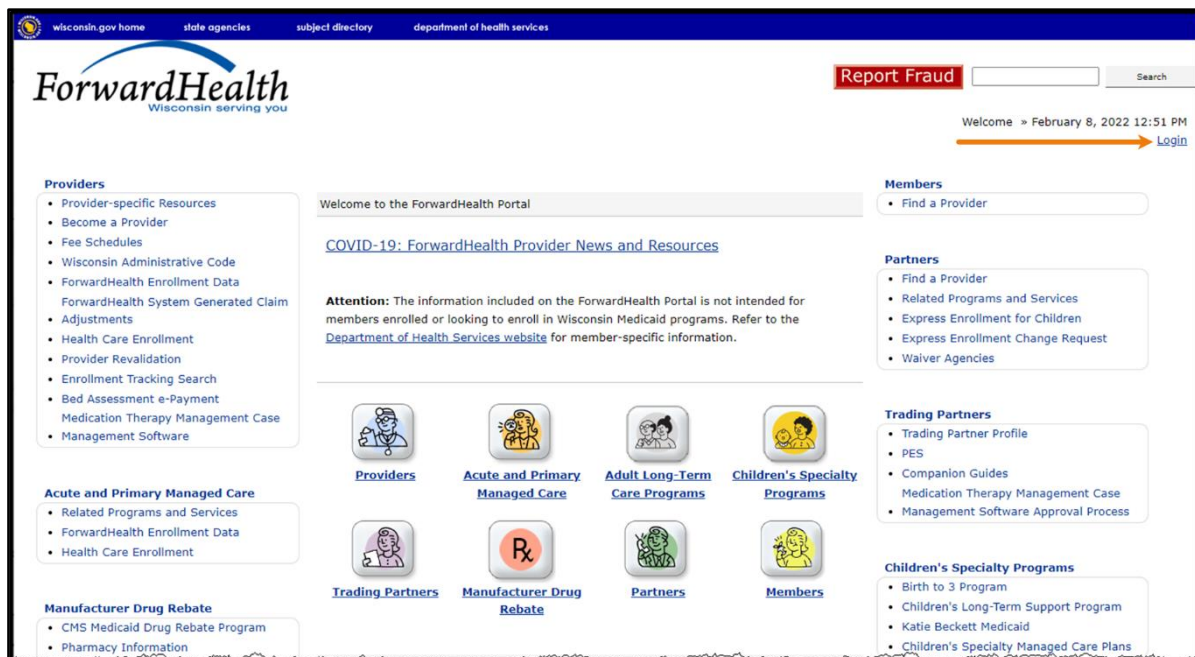
Figure 1 ForwardHealth Portal Homepage

2. Click **Login**. A Sign In box will be displayed.
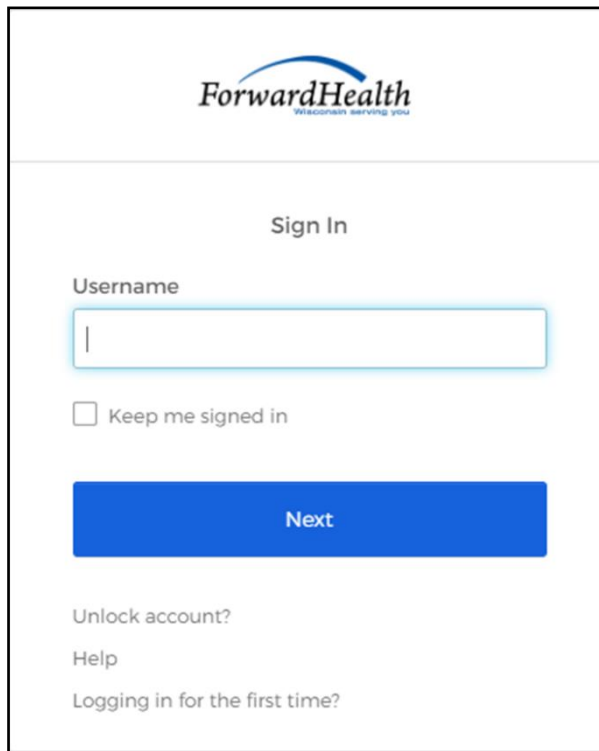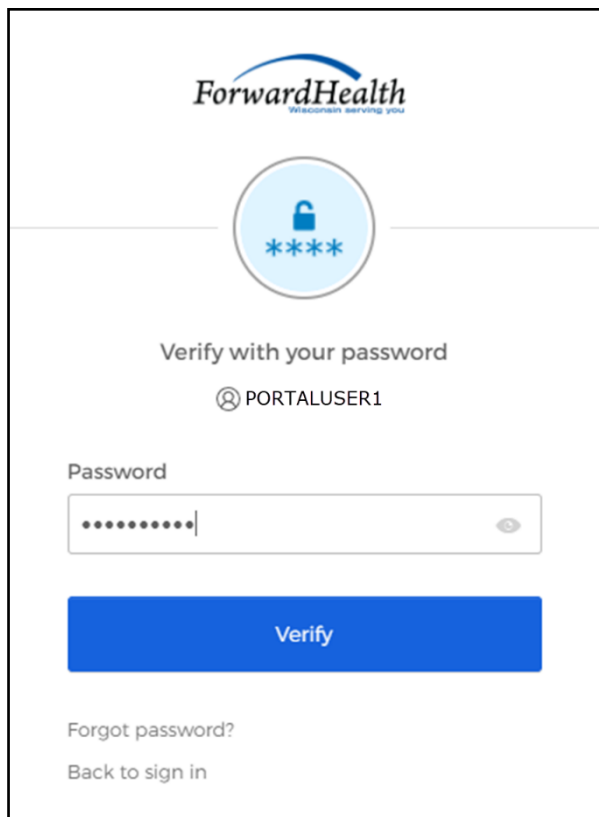
Figure 2 Sign In Box

3. Enter the user's username.

4. Click **Next**. A Verify with your password box will be displayed.

Figure 3 Verify With Your Password Box

5. Enter the user's password.

6. Click **Verify.** The secure Provider page will be displayed.
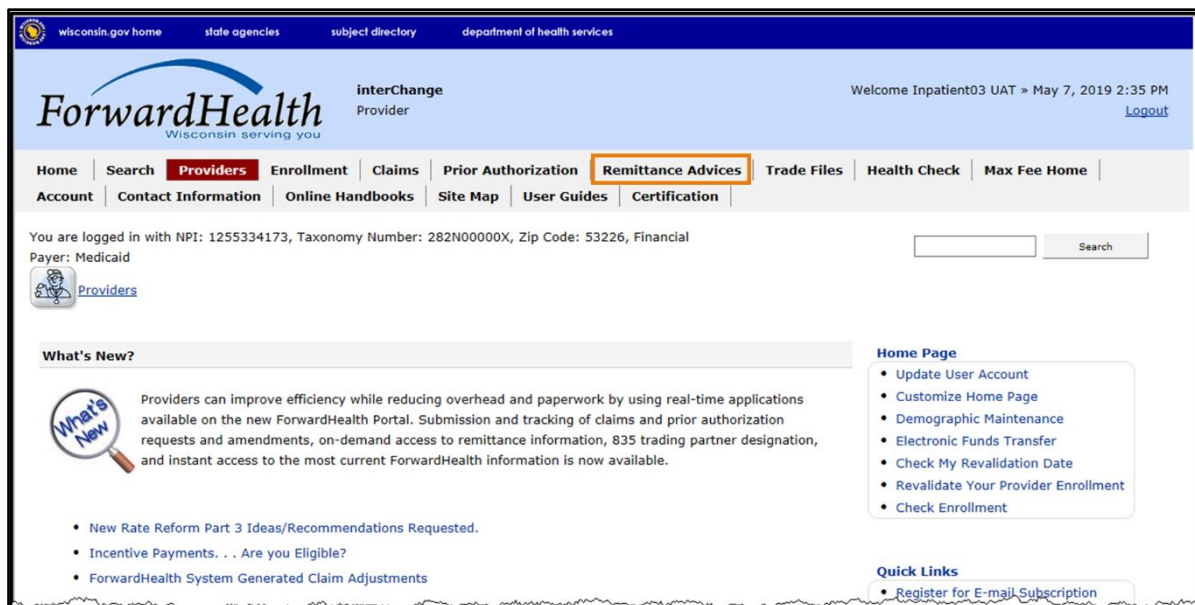

Figure 4 Secure Provider Page

7. Click **Remittance Advices** on the main menu at the top of the page. The Remittance Advices page will be displayed.

The Remittance Advices option is displayed for administrative accounts or for clerk accounts that have been assigned the Remittance Advice role. For information about assigning clerk roles, refer to the ForwardHealth Provider Portal Account User Guide, which is located on the Portal User Guides page of the ForwardHealth Portal.

Remittance Advices

ForwardHealth offers providers and MCOs two different options for obtaining their remittance advices electronically. From this page, users will be able to select the electronic RA format that best suits their needs.

Text Report Format (.txt)

Use the following link to access remittance advices in text format. Users will be able to select which specific RA they would like to download or view. Text report formatted remittances are available for the past 121 days.

- Download or view remittance advices in a text (.txt) report format

Comma-Separated-Values Format (.csv)

Use the following links to access remittance advices in CSV format. Users will be able to select which specific RA they would like to download. Users will also be able to choose which sections of the RA they would like to include in the download file. A provider or MCOs last 10 remittance advices will be available in CSV format.

- Download remittance advices in a CSV (.csv) report format
- View the RA User Guide
- View the CSV file User Guide
- View EOB codes and descriptions

The official version of the remittance advices will continue to be maintained within the ForwardHealth databases.

Figure 5 Remittance Advices Page

8. In the "Comma-Separated-Values Format (.csv)" section, click **Download remittance advices in a CSV (.csv) report format**. The Download RA page will be displayed.

Figure 6 Download RA Page

On the Download RA page, users can choose to download their 10 latest RAs.

If there is a banner message(s) for an RA, users can click the button in the Banner Messages column to view the message(s).

9. The user should click the row of the RA they wish to download.

In the "Select an RA section to download" section, the All box is checked by default. When this option is checked, the entire RA will be downloaded.

10. To download specific sections of the RA, the user should uncheck the **All** box and select the sections of the RA they wish to download.

Figure 7 Remittance Advices and Select an RA Section to Download Sections

11. Click **Submit**. The File Download window will be displayed.
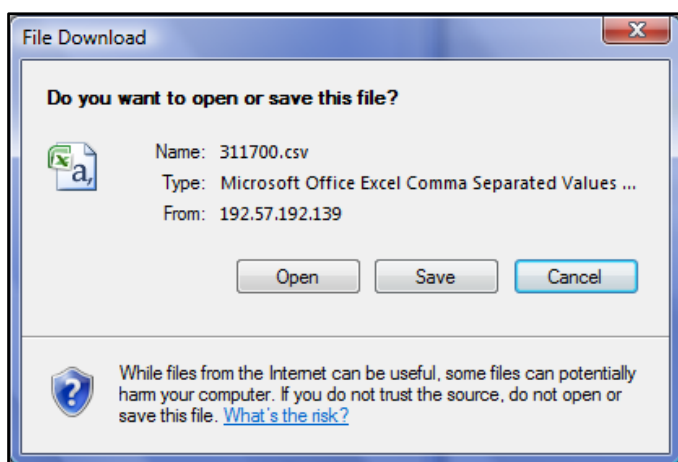
Figure 8 File Download Window

12. Click **Open**. The CSV text file will be displayed in Excel.

Figure 9 CSV Text File

13. Certain columns may show scientific notations in place of long numbers such as internal control numbers (ICNs). To correct this:

   a. Click a column header to highlight the column.

b. Under the Home menu item, click the Number Format dialog box (represented by a diagonal arrow in the corner).
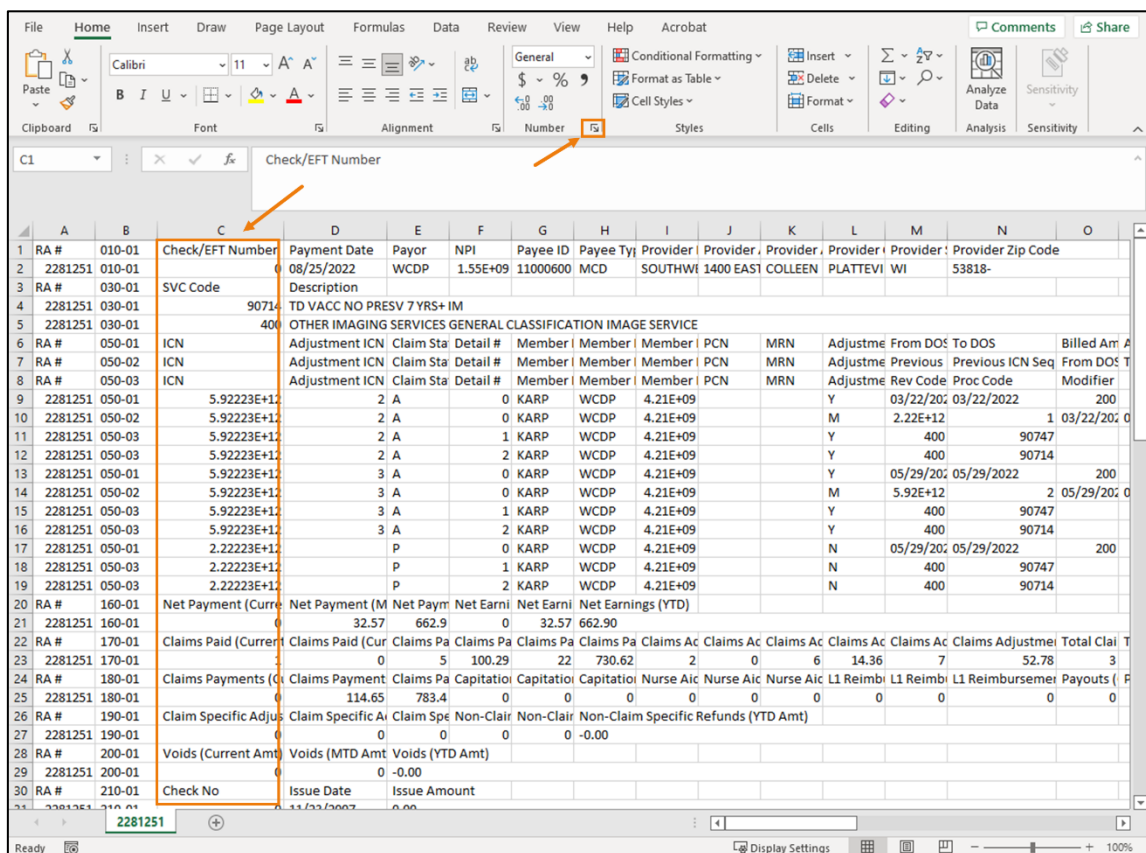
Figure 10 CSV Text File Number Fix

c. Select **Custom** in the Category section.
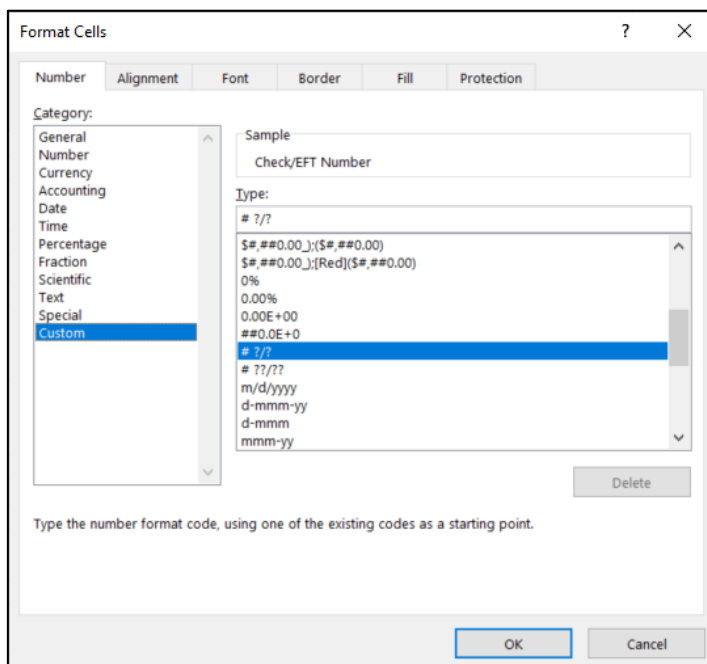
Figure 11 Number Format Dialog Box

d. Select **# ?/?** in the Type section.

e. Click **OK**. Once expanded, all columns with long numbers should now appear correctly.

Note: The user **must** first save the CSV text file to properly download and format the data content as a spreadsheet document.
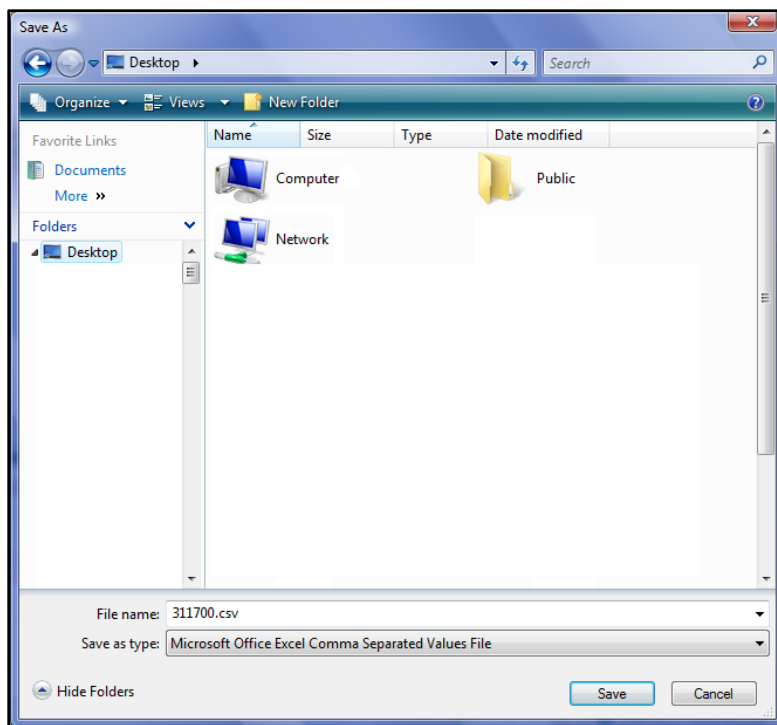
Figure 12 Save As Window

14. Choose a location on the computer or network to save the RA CSV text file.

15. Click **Save**.

2.1 Format the Comma-Separated Values File

To properly read the CSV text file after it has been saved, the user will need to first import the text file into a spreadsheet or database program and then format it. The examples shown here use the Excel spreadsheet program.

1.   Open a blank spreadsheet.

2. In the menu bar at the top of the screen, click **Data**. The Data menu will be displayed.
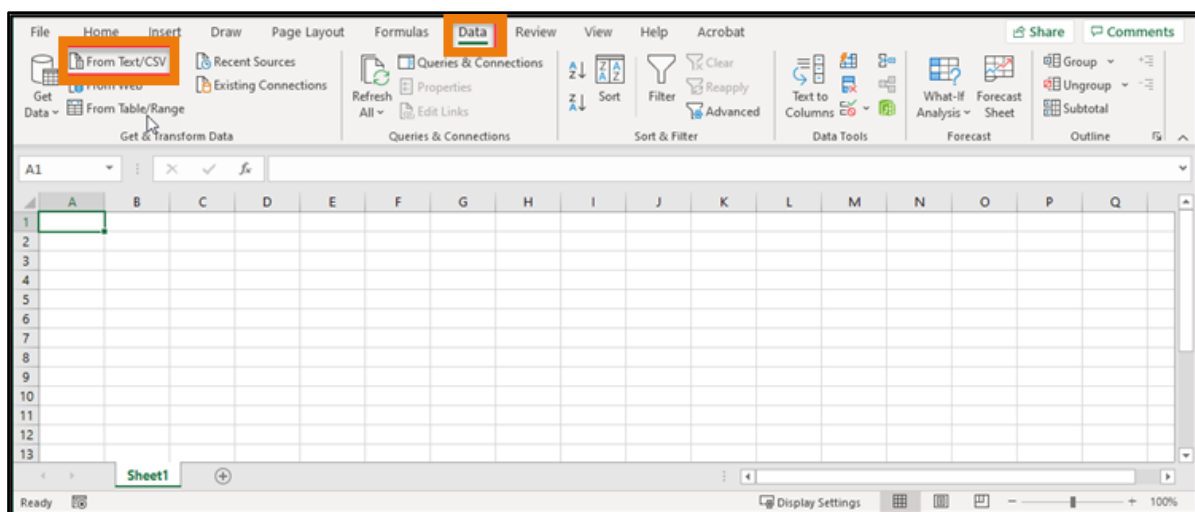
Figure 13 Blank Spreadsheet

3. Click **From Text/CSV** located on the left side of the Data menu. The Import Data window will open.
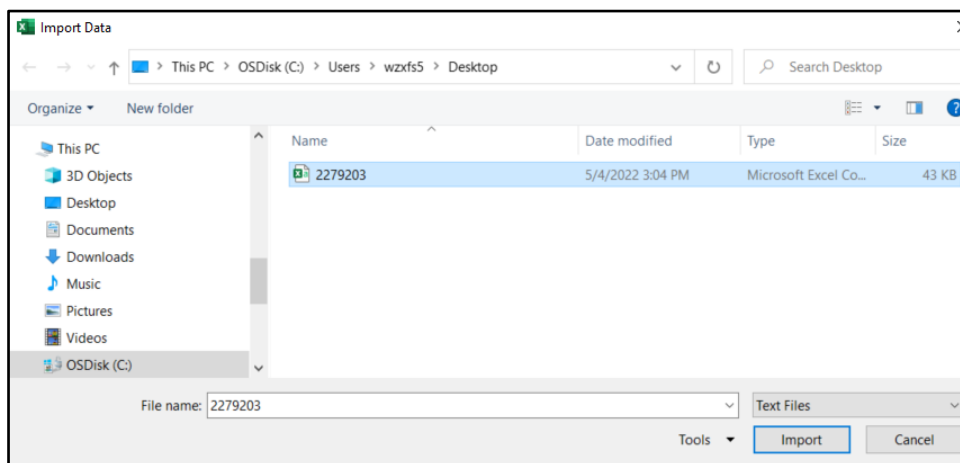
Figure 14 Import Data Window

4. Navigate to the location where the user saved the CSV file and select the file.

5. Click **Import**. The data capture window will be displayed.

Figure 15 Data Capture Window

6. Keep the default File Origin, Delimiter, and Data Type Detection values, as shown.

7. Click **Load**. The final imported file will be displayed.

Figure 16 Final Imported RA File

8. Save the formatted file. Saving before making changes will help to avoid having to convert the CSV file again should the user encounter problems while working with the data.

2.2 Reading the Imported File

Note: References to row numbers and column letters pertain to the examples used in this user guide. Actual rows and columns will differ for each downloaded RA file.

Once the CSV file is imported into Excel, the information will be easier to read and understand. The first column (column A) of the imported data displays the RA number.

The RA is divided into sections, with each section containing a number that represents a specific area within the RA. The second column (column B) displays the section number for the specific sections of the RA the user chose to download.

2.2.1 Section 010—Payment Information

Section 010 contains payment information such as the check or electronic funds transfer (EFT) trace number, the payment date, the provider's National Provider Identifier.

Figure 17 Section 010

The top row of each section contains the field labels for that section. The field label row indicates what data is included in each column. For example, in section 010, the field label for row 1 shows that column C contains the Check/EFT Number. In row 2, the actual check or EFT number will be displayed.

2.2.2 Section 020—Payment Hold Information

Some sections may contain more than one row of field labels as seen in section 020.

Figure 18 Section 020

Section 020 contains information about any payment holds issued for that RA period. The two field label rows displayed for this section (rows 3 and 4 in the example above) indicate that there are two lines of information for each payment held.

Example: The example above contains two payment holds: Reference #212134638 and Reference #232246587. There are two lines of information for each hold.

The first line of each payment hold (rows 5 and 7) displays the Total Amount Held (column D) and the Hold Reason (column E).

The second line of each hold (rows 6 and 8) displays the Transaction Type (column D), the Hold Reason, (column E), and the Amount Held (column F):

- The Total Amount Held represents the total amount withheld from this particular payment.

- The Amount Held represents the particular claim or transaction amount that was withheld within the total payment amount.

Example: A total payment hold could be $100. Within that payment hold, there could be four separate claims/transactions held, each with an amount held of $25. All the transactions added together will add up to the total amount held.

2.2.3 Section 030—Service Codes and Descriptions

Section 030 contains the service code and description for the service code(s) covered in the RA.

Figure 19 Section 030

2.2.4 Sections 040—120

Note: For the claims sections of the RA spreadsheet, it is helpful to split the window and freeze the panes in the spreadsheet so that the user can retain the field labels in place while they scroll through the claim detail. For information about splitting a window and freezing panes, refer to Chapter 3 Split Window and Freeze Panes.

Sections 040–120 contain information about the individual claims. The section numbers describe the type of claim for which the information is displayed in the RA. The following is a list of section numbers and their corresponding claim types:

- 040 Inpatient Claims

- 050 Outpatient Claims

- 060 Professional Service Claims

- 070 Medicare Crossover—Professional Service Claims

- 080 Medicare Crossover—Institutional Claims

- 090 Compound Drug Claims

- 100 Drug Claims

- 110 Dental Claims

- 120 Long-Term Care Claims

Each section will first list three rows of field labels that providers are to use to interpret the data that follows:

Figure 20 Claim Section Field Labels

- Top row: Non-adjusted Claim/Adjustments—The top row contains field labels for the standard header information from a non-adjusted claim or an adjusted claim.

- Middle row: Adjusted Claim—The middle row contains field labels for the header information from a claim that is being adjusted (adjusted claim), when applicable. The header information displayed will be taken from the original claim before the adjustment changes are made. If there has been no adjustment, there will be no middle row.

- Bottom row: Claim Details—The bottom row contains field labels for the claim details for non-adjusted claims and adjustments (the top row). There can be anywhere from 1–999 claim details listed. Details will not be displayed for an adjusted claim (the middle row).

To determine which row(s) of field headers to use, refer to the Claim Status column (column D):

- For claims with a claim status of *P* (paid), *D* (denied), or *S* (in progress), use the top row of field labels for header information and the bottom row for the claim's detail information.

  These claims will always have an *N* (non-adjusted) in the Adjustment Indicator column.

- For claims with a claim status of *A* (Adjusted), refer to the Adjustment Indicator column to determine which row of field labels to use.

  o *Y* (adjustment)—Use the top row of field labels for the adjusted claim's header information and the bottom row for its detail information.

  o *M* (adjusted claim)—Use the middle row of field labels for the adjusted claim's header information. There are no claim details displayed for adjusted claims.

Example of a Paid Claim

The following example shows information for a paid claim (claim status of P).

Figure 21 Example of a Paid Claim

The row containing Detail #0 (row 9; highlighted in green) is the *header* information for the claim. Use the top row of field labels (row 6; highlighted in green) to read the header information for the claim.

The middle row of field labels (highlighted in blue) is not used because this is a non-adjusted claim. (Refer to the Adjustment Indicator column [column L].)

The rows containing Detail# 1–2 (rows 10 and 11; highlighted in gray) are the *details* for the claim. Use the third row of field labels (row 8; highlighted in gray) to read the detail information.

Example: The Billed Amt (Amount) (column O) for the entire claim is $200.00 (row 9; highlighted in green). The billed amount for Detail 1 is $100.00 (row 10; highlighted in gray). The billed amount for Detail 2 is $100.00 (row 11; highlighted in gray).

Example of a Claim Adjustment

The following example shows information for a claim adjustment (claim status of A).

Figure 22 Example of a Claim Adjustment

The row containing Detail # 0 and Adjustment Indicator Y (row 6; highlighted in light blue) is the *header* information for the claim adjustment. Use the *top row* of field labels (row 3; highlighted in blue) to read the header information for the adjusted claim.

The row containing Detail # 0 and Adjustment Indicator M (row 7; highlighted in green) refers to the original claim to which the adjustment was made. Use the *middle row* of field labels (row 4; highlighted in green) to read the information about the original claim. No detail information is shown for the original claim.

The row containing Detail # 1 and Adjustment Indicator Y (row 8; highlighted in purple) is the detail information for the adjusted claim. Use the *bottom row* of field labels (row 5; highlighted in purple) to read the detail information for the adjusted claim.

Example: The From DOS (Date of Service) (column M) for the adjusted claim (row 6; highlighted in light blue) is 03/22/2022.

The Previous ICN (column M) for the original claim (row 7; highlighted in green) is 2.222E+12.

The Proc (procedure) Code (column N) for Detail 1 of the adjusted claim (row 8; highlighted in purple) is 90747.

Field Labels

Field labels vary depending on claim type, header or detail information, and claim status (paid, denied, adjusted). The following tables display all the fields that *could* be populated for each claim type. Not every field will be populated for every claim.

Section 040—Inpatient Claims

Inpatient Claims			
Denied		**Paid**	
Header	**Detail**	**Header**	**Detail**
RA #	RA#	RA #	RA#
040-01	040-01	040-01	040-01
ICN	ICN	ICN	ICN
Adjustment ICN Seq	Adjustment ICN Seq	Adjustment ICN Seq	Adjustment ICN Seq
Claim Status	Claim Status	Claim Status	Claim Status
Detail #	Detail #	Detail #	Detail #
Member Last Name	Member Last Name	Member Last Name	Member Last Name
Member First Name	Member First Name	Member First Name	Member First Name
Member No	Member No	Member No	Member No
PCN	PCN	PCN	PCN
MRN	MRN	MRN	MRN
Adjustment Indicator	Adjustment Indicator	Adjustment Indicator	Adjustment Indicator
From DOS	Rev Code	From DOS	Rev Code
To DOS	From DOS	To DOS	From DOS
Covered Days	To DOS	Covered Days	To DOS
Admit Date	Allowed Units	Admit Date	Allowed Units
Billed Amt	PA Number	Billed Amt	PA Number
Other Ins Amt	Billed Amt	Allowed Amt	Billed Amt
Spenddown Amt	Detail EOBS	Incentives	Allowed Amt
Outlier Amt		Other Ins Amt	Incentives
DRG Code		Spenddown Amt	Paid Amt
SOI		Copay Amt	Detail EOBS
Surgical		Co-Ins CB	
Diagnosis		Outlier Amt	
Header EOBS		Inpat Ded	
		Paid Amt	
		DRG code	
		SOI	
		Surgical	
		Diagnosis	

Inpatient Claims			
Denied		**Paid**	
Header	**Detail**	**Header**	**Detail**
		Header EOBS	

Inpatient Claims		
Adjustments		
Adjustment	**Original Claim**	**Adjustment Details**
RA #	RA #	RA #
040-01	040-01	040-01
ICN	ICN	ICN
Adjustment ICN Seq	Adjustment ICN Seq	Adjustment ICN Seq
Claim Status	Claim Status	Claim Status
Detail #	Detail #	Detail #
Member Last Name	Member Last Name	Member Last Name
Member First Name	Member First Name	Member First Name
Member No	Member No	Member No
PCN	PCN	PCN
MRN	MRN	MRN
Adjustment Indicator	Adjustment Indicator	Adjustment Indicator
From DOS	Previous ICN	Rev Code
To DOS	Previous ICN Seq	From DOS
Covered Days	From DOS	To DOS
Admit Date	To DOS	Allowed Units
Billed Amt	Covered Days	PA Number
Allowed Amt	Admit Date	Billed Amt
Incentives	Billed Amt	Allowed Amt
Other Ins Amt	Allowed Amt	Incentives
Spenddown Amt	Incentives	Paid Amt
Copay Amt	Other Ins Amt	Detail EOBS
Co-Ins CB	Spenddown Amt	Net Payment Adjustment
Outlier Amt	Copay Amt	
DRG Code	Co-Ins CB	
SOI	Outlier Amt	
Inpat Ded	DRG Code	
Paid Amt	SOI	
Surgical	Inpat Ded	
	Paid Amt	
Diagnosis	Surgical	

Inpatient Claims		
Adjustments		
Adjustment	**Original Claim**	**Adjustment Details**
	Diagnosis	
	Additional Payment	
	Overpayment To Be Withheld	
	Refund Amount Applied	
	Adjustment EOB	

Section 050—Outpatient Claims

Outpatient Claims					
In Process		**Denied**		**Paid**	
Header	**Detail**	**Header**	**Detail**	**Header**	**Detail**
RA #	RA #	RA #	RA #	RA #	RA #
050-01	050-01	050-01	050-01	050-01	050-01
ICN	ICN	ICN	ICN	ICN	ICN
Adjustment ICN Seq	Adjustment ICN Seq	Adjustment ICN Seq	Adjustment ICN Seq	Adjustment ICN Seq	Adjustment ICN Seq
Claim Status	Claim Status	Claim Status	Claim Status	Claim Status	Claim Status
Detail #	Detail #	Detail #	Detail #	Detail #	Detail #
Member Last Name	Member Last Name	Member Last Name	Member Last Name	Member Last Name	Member Last Name
Member First Name	Member First Name	Member First Name	Member First Name	Member First Name	Member First Name
Member No	Member No	Member No	Member No	Member No	Member No
PCN	PCN	PCN	PCN	PCN	PCN
MRN	MRN	MRN	MRN	MRN	MRN
Adjustment Indicator	Adjustment Indicator	Adjustment Indicator	Adjustment Indicator	Adjustment Indicator	Adjustment Indicator
From DOS	Proc Code	From DOS	Rev Code	From DOS	Rev Code
To DOS	Modifiers	To DOS	Proc Code	To DOS	Proc Code
Billed Amt	Service Date	Billed Amt	Modifiers	Billed Amt	Modifiers
Other Ins Amt	Allowed Units	Allowed Amt	Service Date	Allowed Amt	Service Date
Header EOBS	Rendering Provider ID Type	Other Ins Amt	Allowed Units	Incentives	Allowed Units
	Rendering Provider ID	Spenddown Amt	PA Number	Other Ins Amt	PA Number
	Billed Amt	Copay Amt	Billed Amt	Spenddown Amt	Billed Amt

Outpatient Claims					
In Process		**Denied**		**Paid**	
Header	**Detail**	**Header**	**Detail**	**Header**	**Detail**
	Detail EOBS	Co-Ins CB	Detail EOBS	Copay Amt	Allowed Amt
		Outpat Ded		Co-Ins CB	Incentives
		Paid Amt		Outpat Ded	Copay Amt
		Header EOBS		Paid Amt	Paid Amt
				Header EOBS	Detail EOBS

Outpatient Claims		
Adjustments		
Adjustment	**Original Claim**	**Adjustment Details**
RA #	RA #	RA #
050-01	050-01	050-01
ICN	ICN	ICN
Adjustment ICN Seq	Adjustment ICN Seq	Adjustment ICN Seq
Claim Status	Claim Status	Claim Status
Detail #	Detail #	Detail #
Member Last Name	Member Last Name	Member Last Name
Member First Name	Member First Name	Member First Name
Member No	Member No	Member No
PCN	PCN	PCN
MRN	MRN	MRN
Adjustment Indicator	Adjustment Indicator	Adjustment Indicator
From DOS	Previous ICN	Rev Code
To DOS	Previous ICN Seq	Proc Code
Billed Amt	From DOS	Modifiers
Allowed Amt	To DOS	Service Date
Incentives	Billed Amt	Allowed Units
Other Ins Amt	Allowed Amt	PA Number
Spenddown Amt	Incentives	Billed Amt
Copay Amt	Other Ins Amt	Allowed Amt
Co-Ins CB	Spenddown Amt	Incentives
Outpat Ded	Copay Amt	Copay Amt
Paid Amt	Co-Ins CB	Paid Amt
	Outpat Ded	Detail EOBS
	Paid Amt	Net Payment Adjustment

Outpatient Claims		
Adjustments		
Adjustment	**Original Claim**	**Adjustment Details**
	Additional Payment	
	Overpayment To Be Withheld	
	Refund Amount Applied	
	Adjustment EOB	

Section 060—Professional Service Claims

Professional Service Claims					
In Process		**Denied**		**Paid**	
Header	**Detail**	**Header**	**Detail**	**Header**	**Detail**
RA#	RA#	RA#	RA#	RA#	RA#
060-01	060-01	060-01	060-01	060-01	060-01
ICN	ICN	ICN	ICN	ICN	ICN
Adjustment ICN Seq	Adjustment ICN Seq	Adjustment ICN Seq	Adjustment ICN Seq	Adjustment ICN Seq	Adjustment ICN Seq
Claim Status	Claim Status	Claim Status	Claim Status	Claim Status	Claim Status
Detail #	Detail #	Detail #	Detail #	Detail #	Detail #
Member Last Name	Member Last Name	Member Last Name	Member Last Name	Member Last Name	Member Last Name
Member First Name	Member First Name	Member First Name	Member First Name	Member First Name	Member First Name
Member No	Member No	Member No	Member No	Member No	Member No
PCN	PCN	PCN	PCN	PCN	PCN
MRN	MRN	MRN	MRN	MRN	MRN
Adjustment Indicator	Adjustment Indicator	Adjustment Indicator	Adjustment Indicator	Adjustment Indicator	Adjustment Indicator
From DOS	Proc Code	From DOS	Proc Code	From DOS	Proc Code
To DOS	Modifiers	To DOS	Modifiers	To DOS	Modifiers
Billed Amt	From DOS	Billed Amt	From DOS	Billed Amt	From DOS
Other Ins Amt	To DOS	Other Ins Amt	To DOS	Allowed Amt	To DOS
Header EOBS	Allowed Units	Spenddown Amt	Allowed Units	Incentives	Allowed Units
	Rendering Provider ID Type	Header EOBS	Rendering Provider ID Type	Other Ins Amt	Rendering Provider ID Type
	Rendering Provider ID		Rendering Provider ID	Spenddown Amt	Rendering Provider ID
	Billed Amt		PA Number	Copay Amt	PA Number

Professional Service Claims					
In Process		**Denied**		**Paid**	
Header	**Detail**	**Header**	**Detail**	**Header**	**Detail**
	Detail EOBS		Billed Amt	Co-Ins CB	Billed Amt
			Detail EOBS	Outpat Ded	Copay Amt
				Paid Amt	Allowed Amt
				Header EOBS	Incentives
					Paid Amt
					Detail EOBS

Professional Service Claims		
Adjustments		
Adjustment	**Original Claim**	**Adjustment Details**
RA#	RA#	RA#
060-01	060-01	060-01
ICN	ICN	ICN
Adjustment ICN Seq	Adjustment ICN Seq	Adjustment ICN Seq
Claim Status	Claim Status	Claim Status
Detail #	Detail #	Detail #
Member Last Name	Member Last Name	Member Last Name
Member First Name	Member First Name	Member First Name
Member No	Member No	Member No
PCN	PCN	PCN
MRN	MRN	MRN
Adjustment Indicator	Adjustment Indicator	Adjustment Indicator
From DOS	Previous ICN	Proc Code
To DOS	Previous ICN Seq	Modifiers
Billed Amt	From DOS	From DOS
Allowed Amt	To DOS	To DOS
Incentives	Billed Amt	Allowed Units
Other Ins Amt	Allowed Amt	Rendering Provider ID Type
Spenddown Amt	Incentives	Rendering Provider ID
Copay Amt	Other Ins Amt	PA Number
Co-Ins CB	Spenddown Amt	Billed Amt
Outpat Ded	Copay Amt	Copay Amt
Paid Amt	Co-Ins CB	Allowed Amt
	Outpat Ded	Incentives
	Paid Amt	Paid Amt
	Additional Payment	Detail EOBS

Professional Service Claims		
Adjustments		
Adjustment	**Original Claim**	**Adjustment Details**
	Overpayment To Be Withheld	Net Payment Adjustment
	Refund Amount Applied	
	Adjustment EOB	

Section 070—Medicare Crossover—Professional Service Claims

Medicare Crossover—Professional Claims			
Denied		**Paid**	
Header	**Detail**	**Header**	**Detail**
RA#	RA#	RA#	RA#
070-01	070-01	070-01	070-01
ICN	ICN	ICN	ICN
Adjustment ICN Seq	Adjustment ICN Seq	Adjustment ICN Seq	Adjustment ICN Seq
Detail #	Detail #	Detail #	Detail #
Member Last Name	Member Last Name	Member Last Name	Member Last Name
Member First Name	Member First Name	Member First Name	Member First Name
Member No	Member No	Member No	Member No
PCN	PCN	PCN	PCN
MRN	MRN	MRN	MRN
Adjustment Indicator	Adjustment Indicator	Adjustment Indicator	Adjustment Indicator
From DOS	Rev Code	From DOS	Rev Code
To DOS	Proc Code	To DOS	Proc Code
Billed Amt	Modifiers	Billed Amt	Modifiers
Other Ins Amt	From DOS	Incentives	From DOS
Spenddown	To DOS	Other Ins Amt	To DOS
Copay Amt	Allowed Units	Spenddown	Allowed Units
Medicare Copay	Rendering Provider ID Type	Copay Amt	Rendering Provider ID Type
Medicare Co-Ins	Rendering Provider ID	Co-Ins CB	Rendering Provider ID
Medicare Deduct	PA Number	Outpat Ded	PA Number
Medicare Allowed	Billed Amt	Paid Amt	Billed Amt
Medicare Psych Co-Ins	Spenddown	Medicare Copay	Incentives
Medicare Paid Amt	Detail EOBS	Medicare Co-Ins	Spenddown
Header EOBS		Medicare Deduct	Allowed Amt
		Medicare Allowed	Copay Amt
		Medicare Psych Co-Ins	Paid Amt
		Medicare Paid Amt	Detail EOBS
		Header EOBS	

Medicare Crossover—Professional Claims		
Adjustments		
Adjustment	**Original Claim**	**Adjustment Details**
RA#	RA#	RA#
070-01	070-01	070-01
ICN	ICN	ICN
Adjustment ICN Seq	Adjustment ICN Seq	Adjustment ICN Seq
Claim Status	Claim Status	Claim Status
Detail #	Detail #	Detail #
Member Last Name	Member Last Name	Member Last Name
Member First Name	Member First Name	Member First Name
Member No	Member No	Member No
PCN	PCN	PCN
MRN	MRN	MRN
Adjustment Indicator	Adjustment Indicator	Adjustment Indicator
From DOS	Previous ICN	Rev Code
To DOS	Previous ICN Seq	Proc Code
Billed Amt	From DOS	Modifiers
Incentives	To DOS	From DOS
Other Ins Amt	Billed Amt	To DOS
Spenddown	Incentives	Allowed Units
Copay Amt	Other Ins Amt	Rendering Provider ID Type
Co-Ins CB	Spenddown	Rendering Provider ID
Outpat Ded	Copay Amt	PA Number
Paid Amt	Co-Ins CB	Billed Amt
Medicare Copay	Outpat Ded	Incentives
Medicare Co-Ins	Paid Amt	Spenddown
Medicare Deduct	Medicare Copay	Allowed Amt
Medicare Allowed	Medicare Co-Ins	Copay Amt
Medicare Psych Co-Ins	Medicare Deduct	Paid Amt
Medicare Paid Amt	Medicare Allowed	Detail EOBS
	Medicare Psych Co-Ins	Net Payment Adjustment
	Medicare Paid Amt	
	Additional Payment	
	Overpayment To Be Withheld	
	Refund Amount Applied	
	Adjustment EOB	

Section 080—Medicare Crossover—Institutional Claims

Medicare Crossover—Institutional Claims			
Denied		**Paid**	
Header	**Detail**	**Header**	**Detail**
RA#	RA#	RA#	RA#
080-01	080-01	080-01	080-01
ICN	ICN	ICN	ICN
Adjustment ICN Seq	Adjustment ICN Seq	Adjustment ICN Seq	Adjustment ICN Seq
Claim Status	Claim Status	Claim Status	Claim Status
Detail #	Detail #	Detail #	Detail #
Member Last Name	Member Last Name	Member Last Name	Member Last Name
Member First Name	Member First Name	Member First Name	Member First Name
Member No	Member No	Member No	Member No
PCN	PCN	PCN	PCN
MRN	MRN	MRN	MRN
Adjustment Indicator	Adjustment Indicator	Adjustment Indicator	Adjustment Indicator
From DOS	Rev Code	From DOS	Rev Code
To DOS	Proc Code	To DOS	Proc Code
Admit Date	Modifiers	Admit Date	Modifiers
Days	From DOS	Days	From DOS
Billed Amt	To DOS	Billed Amt	To DOS
Other Ins Amt		Incentives	Allowed Units
Spenddown	Allowed Units	Other Ins Amt	Rendering Provider ID Type
Copay Amt	Rendering Provider ID Type	Spenddown	Rendering Provider ID
Patient Liab	Rendering Provider ID	Copay Amt	PA Number
Medicare Copay	PA Number	Co-Ins CB	Billed Amt
Medicare Co-Ins	Billed Amt	Patient Liab	Allowed Amt
Medicare Deduct	Spenddown	Inpat/Outpat Deduct	Incentives
Medicare Blood Deduct		Paid Amt	Spenddown
Medicare Paid Amt		Medicare Copay	Copay Amt
Header EOBS		Medicare Co-Ins	Paid Amt
		Medicare Deduct	Detail EOBS
		Medicare Blood Deduct	
		Medicare Paid Amt	
		Header EOBS	

Medicare Crossover—Institutional Claims		
Adjustments		
Adjustment	**Original Claim**	**Adjustment Details**
RA#	RA#	RA#
080-01	080-01	080-01
ICN	ICN	ICN
Adjustment ICN Seq	Adjustment ICN Seq	Adjustment ICN Seq
Claim Status	Claim Status	Claim Status
Detail #	Detail #	Detail #
Member Last Name	Member Last Name	Member Last Name
Member First Name	Member First Name	Member First Name
Member No	Member No	Member No
PCN	PCN	PCN
MRN	MRN	MRN
Adjustment Indicator	Adjustment Indicator	Adjustment Indicator
From DOS	Previous ICN	Rev Code
Admit Date	Previous ICN Seq	Modifiers
Days	To DOS	From DOS
Billed Amt	Admit Date	To DOS
Incentives	Days	Allowed Units
Other Ins Amt	Billed Amt	Rendering Provider ID Type
Spenddown	Incentives	Rendering Provider ID
Copay Amt	Other Ins Amt	PA Number
Co-Ins CB	Spenddown	Billed Amt
Patient Liab	Copay Amt	Allowed Amt
Inpat/Outpat Deduct	Co-Ins CB	Incentives
Paid Amt	Patient Liab	Spenddown
Medicare Copay	Inpat/Outpat Deduct	Copay Amt
Medicare Co-Ins	Paid Amt	Paid Amt
Medicare Deduct	Medicare Copay	Detail EOBS
Medicare Blood Deduct	Medicare Co-Ins	Net Payment Adjustment
Medicare Paid Amt	Medicare Deduct	
	Medicare Blood Deduct	
	Medicare Paid Amt	
	Additional Payment	
	Overpayment To Be Withheld	
	Refund Amount Applied	
	Adjustment EOB	

Section 090—Compound Drug Claims

Compound Drug Claims			
Denied		**Paid**	
Header	**Detail**	**Header**	**Detail**
RA#	RA#	RA#	RA#
090-01	090-01	090-01	090-01
ICN	ICN	ICN	ICN
Adjustment ICN Seq	Adjustment ICN Seq	Adjustment ICN Seq	Adjustment ICN Seq
Claim Status	Claim Status	Claim Status	Claim Status
Detail #	Detail #	Detail #	Detail #
Member Last Name	Member Last Name	Member Last Name	Member Last Name
Member First Name	Member First Name	Member First Name	Member First Name
Member No	Member No	Member No	Member No
Rx Number	Rx Number	Rx Number	Rx Number
Adjustment Indicator	Adjustment Indicator	Adjustment Indicator	Adjustment Indicator
Prescribing Provider ID Type	National Drug Code (NDC)	Prescribing Provider ID Type	National Drug Code (NDC)
Prescribing Provider ID	NDC Description	Prescribing Provider ID	NDC Description
Unit Dose (UD)	Metric Qty	Unit Dose (UD)	Metric Qty
Dispense As Written (DAW)	PA Number	Dispense As Written (DAW)	PA Number
Submission Clarification Code (SUB)	Billed Amt	Submission Clarification Code (SUB)	Billed Amt
		Level of Effort (LVL Eff)	Incentives
Level of Effort (LVL Eff)	Detail EOBS	Service Date	Allowed Amt
Service Date		Quantity	Paid Amt
Quantity		Billed Amt	Detail EOBS
Billed Amt		Incentives	
Other Ins Amt		Other Ins Amt	
Spenddown		Spenddown	
Header EOBS		Copay Amt	
		Ingredient Allow Amt	
		Dispensing Fee (Disp Allowed)	
		Deductible Amt	
		Paid Amt	
		Header EOBS	

Compound Drug Claims		
Adjustments		
Adjustment	**Original Claim**	**Adjustment Details**
RA#	RA#	RA#
090-01	090-01	090-01
ICN	ICN	ICN
Adjustment ICN Seq	Adjustment ICN Seq	Adjustment ICN Seq
Claim Status	Claim Status	Claim Status
Detail #	Detail #	Detail #
Member Last Name	Member Last Name	Member Last Name
Member First Name	Member First Name	Member First Name
Member No	Member No	Member No
Rx Number	Rx Number	Rx Number
Adjustment Indicator	Adjustment Indicator	Adjustment Indicator
Prescribing Provider ID Type	Previous ICN	National Drug Code (NDC)
Prescribing Provider ID	Previous ICN Seq	NDC Description
Unit Dose (UD)	Prescribing Provider ID Type	Metric Qty
Dispense As Written (DAW)	Prescribing Provider ID	PA Number
Submission Clarification Code (SUB)	Unit Dose (UD)	Billed Amt
Level of Effort (LVL Eff)	Dispense As Written (DAW)	Incentives
Service Date	Submission Clarification Code (SUB)	Allowed Amt
Quantity	Level of Effort (LVL Eff)	Paid Amt
Billed Amt	Service Date	Detail EOBS
Incentives	Quantity	Net Payment Adjustment
Other Ins Amt	Billed Amt	
Spenddown	Incentives	
Copay Amt	Other Ins Amt	
Ingredient Allow Amt	Spenddown	
Dispensing Fee (Disp Allowed)	Copay Amt	
Deductible Amt	Ingredient Allow Amt	
Paid Amt	Dispensing Fee (Disp Allowed)	
	Deductible Amt	
	Paid Amt	
	Additional Payment	
	Overpayment To Be Withheld	
	Refund Amount Applied	
	Adjustment EOB	

Section 100—Drug Claims

Drug Claims			
Denied		**Paid**	
Header	**Detail**	**Header**	**Detail**
RA#	RA#	RA#	RA#
100-01	100-01	100-01	100-01
ICN	ICN	ICN	ICN
Adjustment ICN Seq	Adjustment ICN Seq	Adjustment ICN Seq	Adjustment ICN Seq
Claim Status	Claim Status	Claim Status	Claim Status
Detail #	Detail #	Detail #	Detail #
Member Last Name	Member Last Name	Member Last Name	Member Last Name
Member First Name	Member First Name	Member First Name	Member First Name
Member No	Member No	Member No	Member No
Rx Number	Rx Number	Rx Number	Rx Number
Adjustment Indicator	Adjustment Indicator	Adjustment Indicator	Adjustment Indicator
Prescribing Provider ID Type	Detail EOBS	Prescribing Provider ID Type	Detail EOBS
Prescribing Provider ID		Prescribing Provider ID	
National Drug Code (NDC)		National Drug Code (NDC)	
NDC Description		NDC Description	
Service Date		Service Date	
Unit Dose (UD)		Unit Dose (UD)	
Dispense As Written (DAW)		Dispense As Written (DAW)	
Submission Clarification Code (SUB)		Submission Clarification Code (SUB)	
Quantity		Quantity	
PA Number		PA Number	
Billed Amt		Billed Amt	
Other Ins Amt		Incentives	
Spenddown		Other Ins Amt	
Dur Reject		Spenddown	
Header EOBS		Copay Amt	
		Co-Ins CB	
		Ingredient Allow Amt	
		Dispensing Fee (Disp Allow)	
		Deductible	

Drug Claims			
Denied		**Paid**	
Header	**Detail**	**Header**	**Detail**
		Paid Amt	
		Dur Reject	
		Header EOBS	

Drug Claims		
Adjustments		
Adjustment	**Original Claim**	**Adjustment Details**
RA#	RA#	RA#
100-01	100-01	100-01
ICN	ICN	ICN
Adjustment ICN Seq	Adjustment ICN Seq	Adjustment ICN Seq
Claim Status	Claim Status	Claim Status
Detail #	Detail #	Detail #
Member Last Name	Member Last Name	Member Last Name
Member First Name	Member First Name	Member First Name
Member No	Member No	Member No
Rx Number	Rx Number	Rx Number
Adjustment Indicator	Adjustment Indicator	Adjustment Indicator
Prescribing Provider ID Type	Previous ICN	Detail EOBS
Prescribing Provider ID	Previous ICN Seq	Net Payment Adjustment
National Drug Code (NDC)	Prescribing Provider ID Type	
NDC Description	Prescribing Provider ID	
Service Date	National Drug Code (NDC)	
Unit Dose (UD)	NDC Description	
Dispense As Written (DAW)	Service Date	
Submission Clarification Code (SUB)	Unit Dose (UD)	
Quantity	Dispense As Written (DAW)	
PA Number	Submission Clarification Code (SUB)	
Billed Amt	Quantity	
Incentives	PA Number	
Other Ins Amt	Billed Amt	
Spenddown	Incentives	
Copay Amt	Other Ins Amt	
Co-Ins CB	Spenddown	

Drug Claims		
Adjustments		
Adjustment	**Original Claim**	**Adjustment Details**
Ingredient Allow Amt	Copay Amt	
Dispensing Fee (Disp Allow)	Co-Ins CB	
Deductible	Ingredient Allow Amt	
Paid Amt	Dispensing Fee (Disp Allow)	
	Deductible	
	Paid Amt	
	Additional Payment	
	Overpayment To Be Withheld	
	Refund Amount Applied	
	Adjustment EOB	

Section 110—Dental Claims

Dental Claims			
Denied		**Paid**	
Header	**Detail**	**Header**	**Detail**
RA#	RA#	RA#	RA#
110-01	110-01	110-01	110-01
ICN	ICN	ICN	ICN
Adjustment ICN Seq	Adjustment ICN Seq	Adjustment ICN Seq	Adjustment ICN Seq
Claim Status	Claim Status	Claim Status	Claim Status
Detail #	Detail #	Detail #	Detail #
Member Last Name	Member Last Name	Member Last Name	Member Last Name
Member First Name	Member First Name	Member First Name	Member First Name
Member No	Member No	Member No	Member No
Adjustment Indicator	Adjustment Indicator	Adjustment Indicator	Adjustment Indicator
Rendering Provider ID Type	Proc Code	Rendering Provider ID Type	Proc Code
Rendering Provider ID	Tooth	Rendering Provider ID	Tooth
From DOS	Surface	From DOS	Surface
To DOS	Area of Oral Cavity	To DOS	Area of Oral Cavity
Billed Amt	Service Date	Billed Amt	Service Date
Other Ins Amt	PA Number	Allowed Amt	PA Number
Spenddown Amt	Billed Amt	Incentives	Billed Amt
Header EOBS	Detail EOBS	Other Ins Amt	Allowed Amt
		Spenddown Amt	Incentives
		Copay Amt	Copay Amt
		Co-Ins CB	Paid Amt

Dental Claims			
Denied		**Paid**	
Header	**Detail**	**Header**	**Detail**
		Paid Amt	Detail EOBS
		Header EOBS	

Dental Claims		
Adjustments		
Adjustment	**Original Claim**	**Adjustment Details**
RA#	RA#	RA#
110-01	110-01	110-01
ICN	ICN	ICN
Adjustment ICN Seq	Adjustment ICN Seq	Adjustment ICN Seq
Claim Status	Claim Status	Claim Status
Detail #	Detail #	Detail #
Member Last Name	Member Last Name	Member Last Name
Member First Name	Member First Name	Member First Name
Member No	Member No	Member No
Adjustment Indicator	Adjustment Indicator	Adjustment Indicator
Rendering Provider ID Type	Previous ICN	Proc Code
Rendering Provider ID	Previous ICN Seq	Tooth
From DOS	Rendering Provider ID Type	Surface
To DOS	Rendering Provider ID	Area of Oral Cavity
Billed Amt	From DOS	Service Date
Allowed Amt	To DOS	PA Number
Incentives	Billed Amt	Billed Amt
Other Ins Amt	Allowed Amt	Allowed Amt
Spenddown Amt	Incentives	Incentives
Copay Amt	Other Ins Amt	Copay Amt
Co-Ins CB	Spenddown Amt	Paid Amt
Paid Amt	Copay Amt	Detail EOBS
	Co-Ins CB	Net Payment Adjustment
	Paid Amt	
	Additional Payment	
	Overpayment To Be Withheld	
	Refund Amount Applied	
	Adjustment EOB	
	Header EOBS	

Section 120—Long-Term Care Claims

Long-Term Care Claims			
Denied		**Paid**	
Header	**Detail**	**Header**	**Detail**
RA#	RA#	RA#	RA#
120-01	120-01	120-01	120-01
ICN	ICN	ICN	ICN
Adjustment ICN Seq	Adjustment ICN Seq	Adjustment ICN Seq	Adjustment ICN Seq
Detail #	Detail #	Detail #	Detail #
Member Last Name	Member Last Name	Member Last Name	Member Last Name
Member First Name	Member First Name	Member First Name	Member First Name
Member No	Member No	Member No	Member No
PCN	PCN	PCN	PCN
MRN	MRN	MRN	MRN
Adjustment Indicator	Adjustment Indicator	Adjustment Indicator	Adjustment Indicator
From DOS	Rev Code	From DOS	Rev Code
To DOS	Proc Code	To DOS	Proc Code
Days	From DOS	Days	From DOS
Condition Code	To DOS	Condition Code	To DOS
Billed Amt	Allowed Units	Billed Amt	Allowed Units
Other Ins Amt	PA Number	Allowed Amt	PA Number
Header EOBS	Billed Amt	Incentives	Billed Amt
	Detail EOBS	Other Ins Amt	Allowed Amt
		Patient Liab	Incentives
		Paid Amt	Paid Amt
		Header EOBS	Detail EOBS

Long-Term Care Claims		
Adjustments		
Adjustment	**Original Claim**	**Adjustment Details**
RA#	RA#	RA#
120-01	120-01	120-01
ICN	ICN	ICN
Adjustment ICN Seq	Adjustment ICN Seq	Adjustment ICN Seq
Detail #	Detail #	Detail #
Member Last Name	Member Last Name	Member Last Name
Member First Name	Member First Name	Member First Name
Member No	Member No	Member No
PCN	PCN	PCN
MRN	MRN	MRN
Adjustment Indicator	Adjustment Indicator	Adjustment Indicator
From DOS	Previous ICN	Rev Code
To DOS	Previous ICN Seq	Proc Code
Days	From DOS	From DOS
Condition Code	To DOS	To DOS
Billed Amt	Days	Allowed Units
Allowed Amt	Condition Code	PA Number
Incentives	Billed Amt	Billed Amt
Other Ins Amt	Allowed Amt	Allowed Amt
Patient Liab	Incentives	Incentives
Paid Amt	Other Ins Amt	Paid Amt
	Patient Liab	Detail EOBS
	Paid Amt	Net Payment Adjustment
	Additional Payment	
	Overpayment To Be Withheld	
	Refund Amount Applied	
	Adjustment EOB	
	Header EOBS	

2.2.5 Sections 130–220

Sections 130–220 contain the following information:

- 130 Financial Transactions—Non-Claim Specific Payouts to Payee

- 140 Financial Transactions—Non-Claim Specific Refunds From Payee

- 150 Financial Transactions—Accounts Receivable
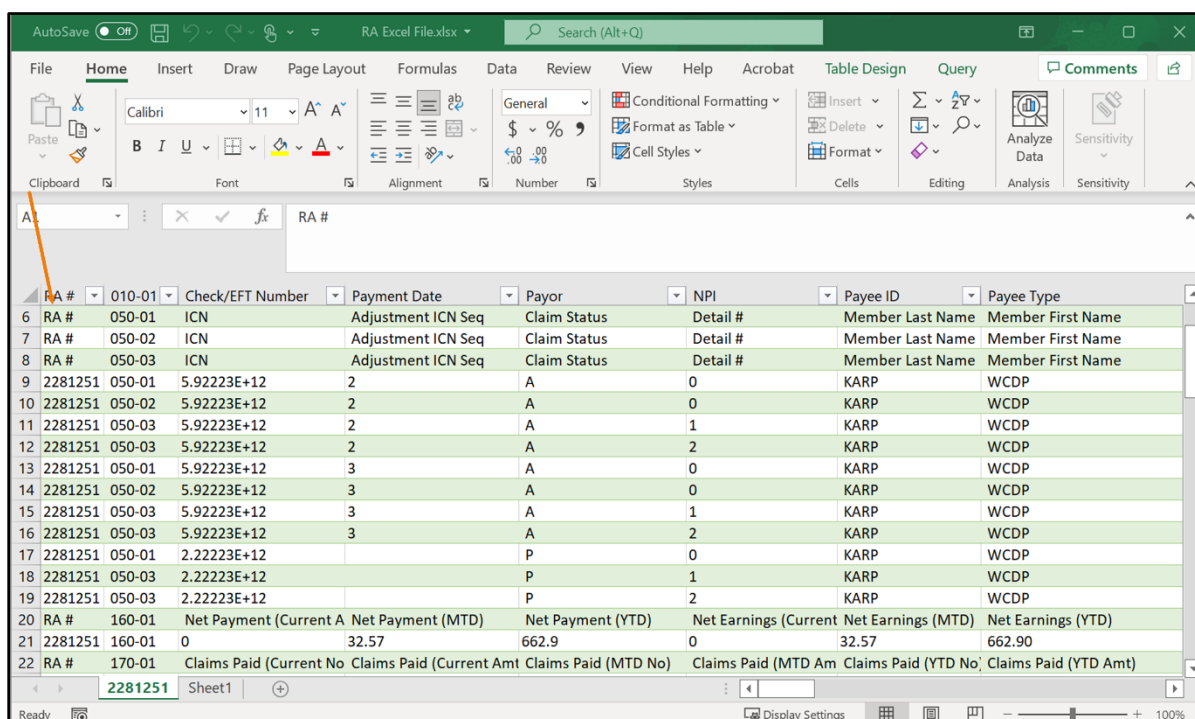
- 160 Summary—Net Payments

- 170 Summary—Claims Data

- 180 Summary—Earnings Data Payments

- 190 Summary—Earnings Data Refunds

- 200 Summary—Earnings Data Other Financial

- 210 Summary—Outstanding Checks

- 220 Summary—Payments to Lien Holders

Figure 23 Example of Sections 130–220

3 Split Window and Freeze Panes

The example below shows that the field labels (rows 6–8) for Section 050 would scroll off the top of the screen if the user was to scroll down to view more claims. To avoid this, the user can freeze the field labels in place so that they can retain them at the top of the screen when viewing the claims in that section.

Figure 24 Example of Field Labels to Be Frozen

1. In the menu bar at the top of the screen, click **View**. The View menu will be displayed.
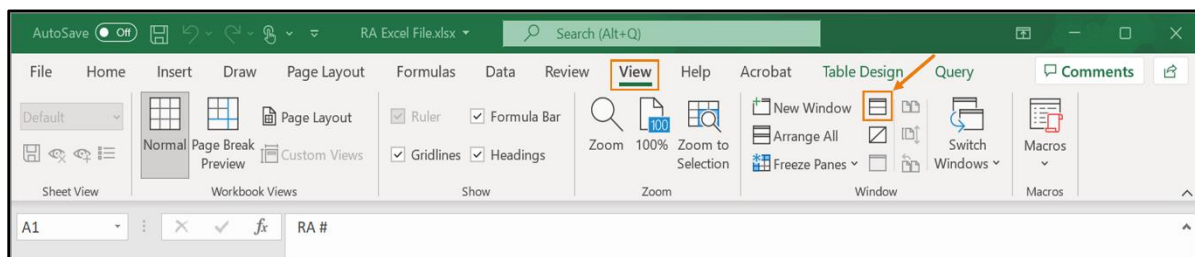
Figure 25 View Menu

2. Click the **Split** icon located in the Window section of the menu. A horizontal and vertical line will appear on the spreadsheet.
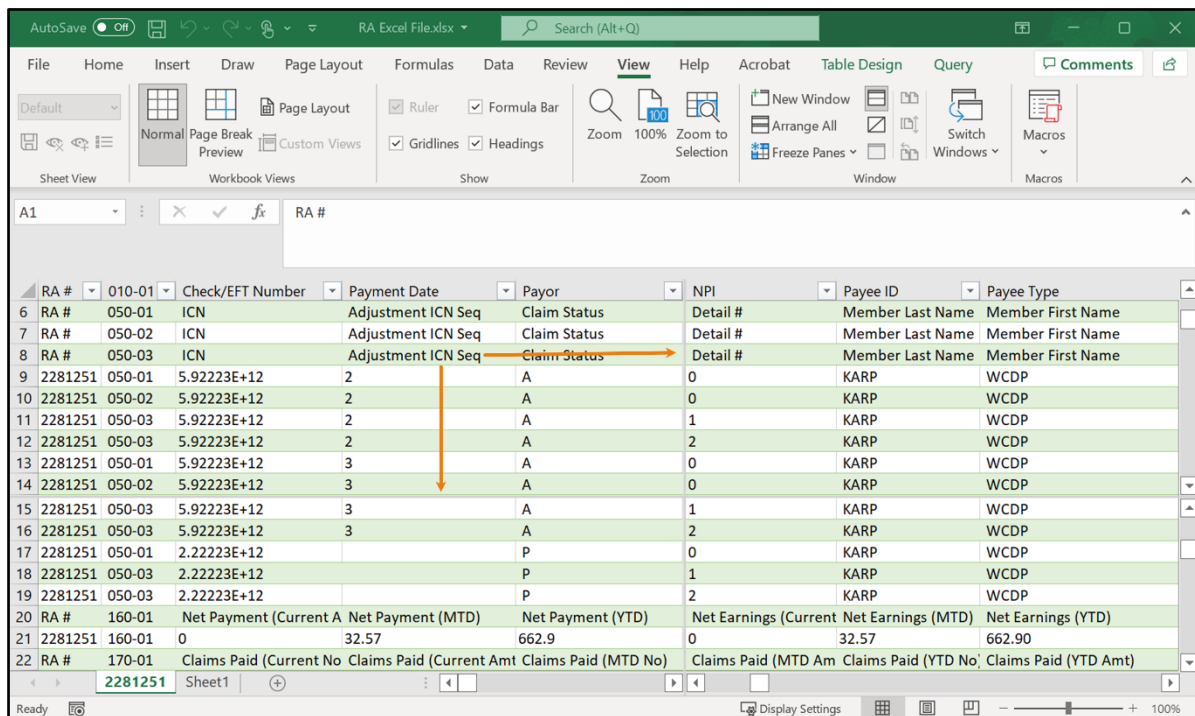

Figure 26 Split Window Lines

3. Click and drag the lines to where the user wants to split the screen into individual panes.

In the example below, the horizontal line has been dragged to the bottom row of field labels.
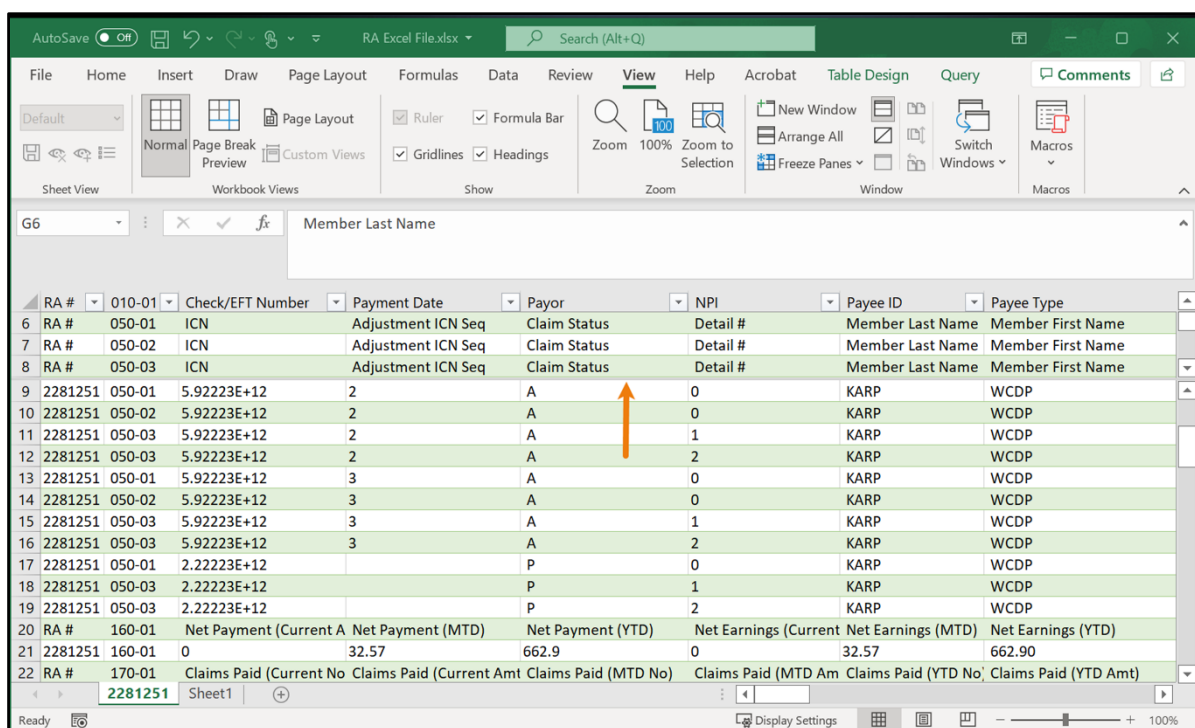

Figure 27 Drag Split Window Lines

The user can drag the vertical line to split columns, or they can drag the vertical line to the right of the screen to remove the line from the screen.

4. On the View menu, click **Freeze Panes**. The Freeze Panes drop-down menu will be displayed.
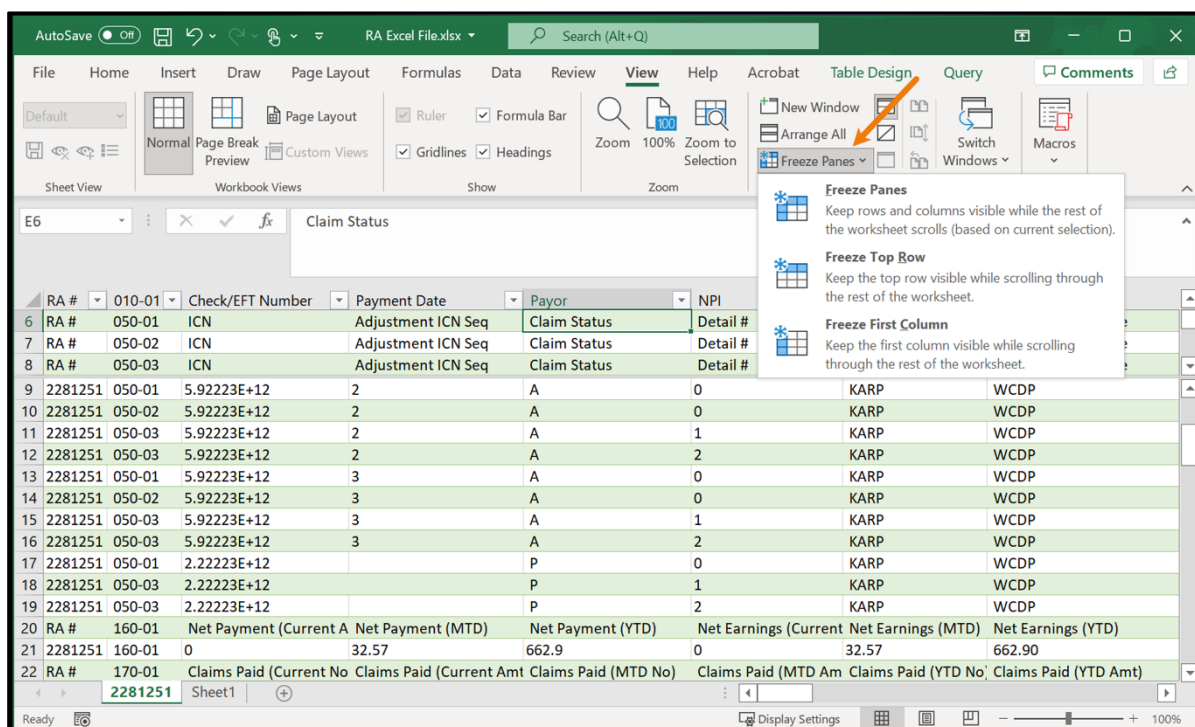

Figure 28 Freeze Panes Drop-Down Menu

5. Select **Freeze Panes** from the drop-down menu. The gray split window horizontal line will change to a small black line. The rows above the line will "freeze" in place while the user scrolls through the rows below.

In the example below, rows 6–8 will stay at the top of the window while the user scrolls through the rows below row 8.
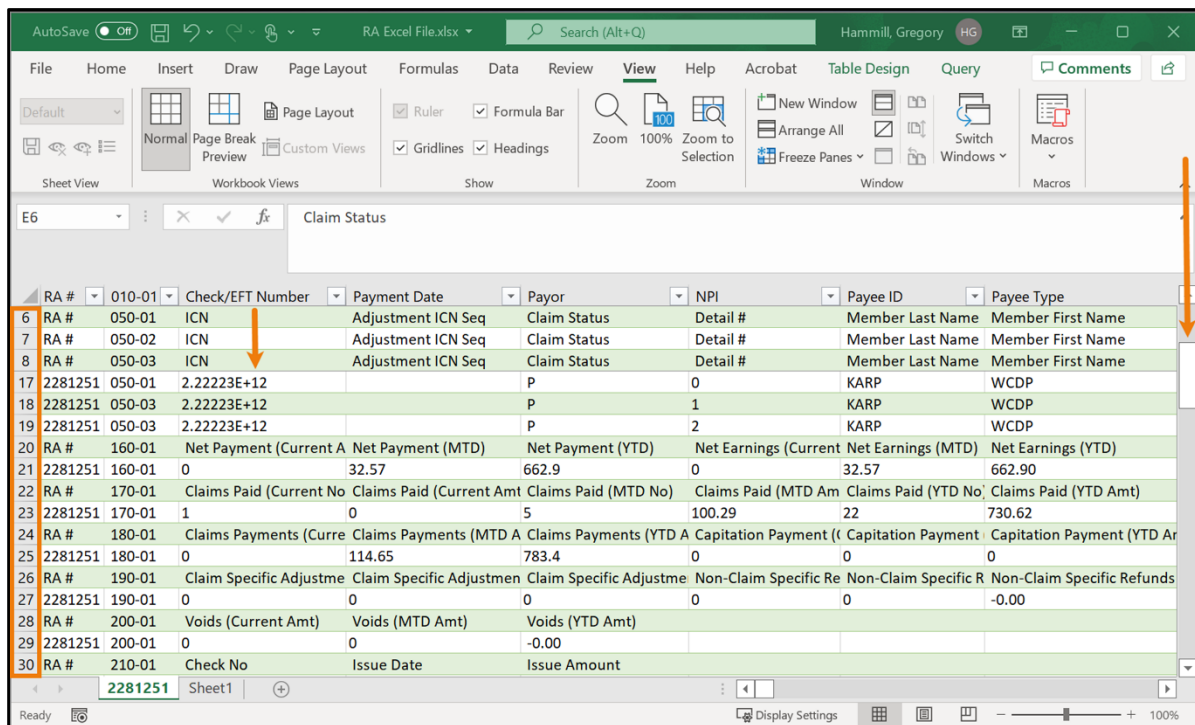

Figure 29 Example of a Frozen Pane