Provider-Based Billing Retrieval

March 11, 2024



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1 Introduction

This functionality allows users with the necessary role to retrieve provider-based billing summary reports through the secure area of the ForwardHealth Portal. Provider-based summary reports are available for users to download in .csv or .pdf format.

The provider-based billing process runs monthly on the first full weekend of every month and files are available once the process is completed.

For information about electronic payments, refer to the <u>ForwardHealth Portal Electronic</u> <u>Payment User Guide</u>.

2 Access the Provider Based Billing Page

1. Access the ForwardHealth Portal at <u>https://www.forwardhealth.wi.gov/</u>.

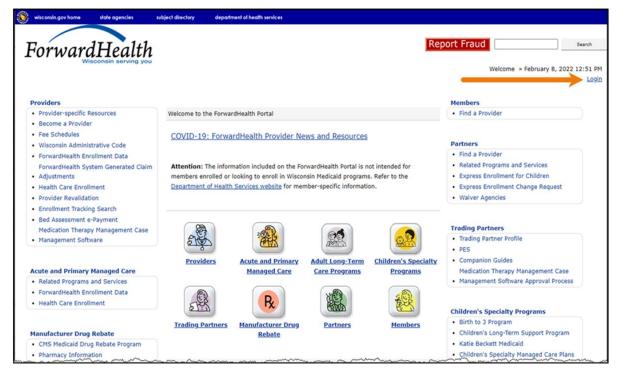


Figure 1 ForwardHealth Portal Page

2. Click Login. A Sign In box will be displayed.

	ForwardHealth	
	Sign In	
User	name	
1		
- H	eep me signed in	
	Next	
Unlo	ck account?	
Help		
Logg	ing in for the first time?	

Figure 2 Sign In Box

- 3. Enter the user's username.
- 4. Click **Next**. A Verify with your password box will be displayed.

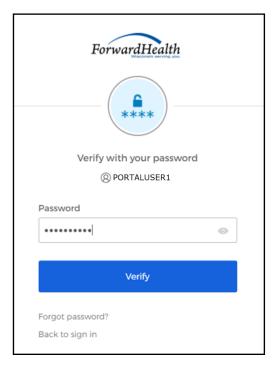


Figure 3 Verify With Your Password Box

- 5. Enter the user's password.
- 6. Click Verify. The secure Provider page will be displayed.

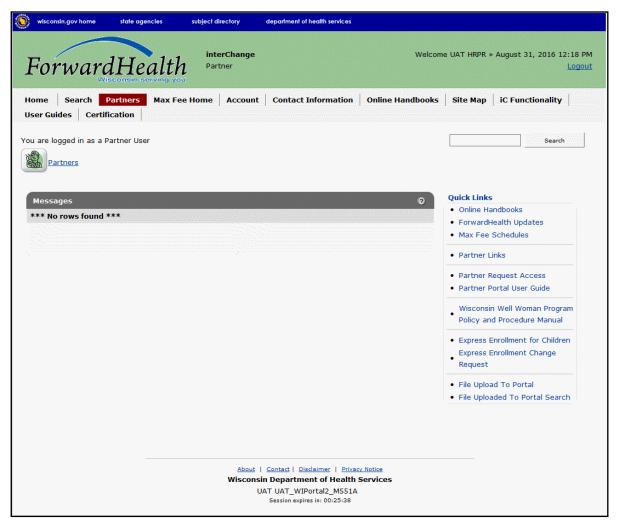


Figure 4 Secure Provider Page

7. Click **Provider Based Bills (PBB)** in the Quick Links box near the right side of the page. The Provider Based Billing page will be displayed.

wisconsin.gov home	state agencies	department of health	services			
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The Provider-Based Billing	summary report	s are retrievable via	the links below.			~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~
Provider Based Bills - CSV Provider Based Bills - PDF	Contraction and a second se					Jan

Figure 5 Provider Based Bills (PBB) Page

Links to the OnBase provider-based billing summary reports are available under the Provider Based Billing heading.

Note: Provider-based billing summary reports are only available to admin users and clerks with the Prov Based Billing clerk role. If the user does not have the correct security role to access this functionality, they will receive an OnBase error message stating the document could not be loaded. If this user should have access and does not, the user should contact their administrator. Portal administrators should refer to the ForwardHealth Provider Portal Account User Guide for instructions on assigning roles in the Portal.

- 8. Proceed to the following sections to access provider-based billing summary reports in either .csv or .pdf format.
 - <u>Provider Based Bills–Comma-Separated Value Formatting</u>
 - <u>Provider Based Bills–Portable Document Formatting</u>

2.1 Provider Based Bills—Comma-Separated Values Format

1. Click the **Provider Based Bills—CSV Format** link from the Provider Based Bills page. The OnBase document viewer will open.

0	OnBase Documen	t Viewer - View TPL0120M Report - Google Chrome —		×
▲	Not secure	172.30.10.57/WIPortal2/Subsystem/SW/ViewOnBaseDoc.aspx?id=PBBReport10&NewWin=Y		
	Document ID	Description		
	2388312	TPL-0120-M: Provider-Based Billing (PBB) Report - PHI - 8/23/2022		- 11
	2388278	TPL-0120-M: Provider-Based Billing (PBB) Report - PHI - 8/22/2022		- 11
	2388244	TPL-0120-M: Provider-Based Billing (PBB) Report - PHI - 8/23/2022		- 11
	2387704	TPL-0120-M: Provider-Based Billing (PBB) Report - PHI - 8/22/2022		- 11
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				7
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Figure 6 OnBase Document Viewer

2. Click the desired report. A file download icon will be displayed in the bottom left corner of the page, and the file will download directly to the user's default download file location. The user can view all recent downloads by clicking **Show all** in the bottom right corner of the page.

OnBase Documen	t Viewer - View TPL0120M Report - Google Chrome —		\times
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2387704	TPL-0120-M: Provider Based Billing (PBB) Report - PHI - 8/22/2022		- 1
			- 1
			Ξ.
E OnBaseTem	oFile_2txt	Show all	×

Figure 7 OnBase Document Viewer Window

3. Click the icon to open the file name ending in .txt to verify the .txt file generated is being retrieved in a format where the data is separated by commas.

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File Edit Format View Help "Billed Date","Carrier Code","Carrier Name","Billing Provider Number","Street Address","City","State"," "=""07/31/2022""","=""42H""","=""MEDICA""","=""0000000000"","="1234 MAIN ST ""","=""TOMAH""","=""WI "=""07/31/2022"","=""42H""","=""MEDICA""","=""0000000000"","="1234 MAIN ST ""","=""TOMAH"","=""WI	'''',"=""5 '''',"=""5	4660" 4660"
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Ln 1, Col 1 100% Windows (CRLF)	UTF-8	>

Figure 8 Comma-Separated Data

- 4. Close the file and navigate to the location in which the .txt file was downloaded.
- 5. Change the extension to ".csv."

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> 🗾 Desktop		OnBaseTempFile_202211011630137533_2388312.txt	11/1/2022 4:30	Text Docum	9 KB
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Figure 9 Download File—.TXT Extension

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Documents		✓ Yesterday (6)				
🕹 Downloads		2022 Medicare Rate Update_122443_BA (1).docx	10/31/2022 1:1	Microsoft W	2	23 KB

Figure 10 Download File—.CSV Extension

6. Double-click to open the file. Note: The fields may need to be expanded to view all of the data, but the data should be separated correctly by cell.

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A Billed 07/31, 07/31, 07/31,	Dat Carri 202 42H 202 42H	B ier Co Carr MED MED XYZ	C ier Na E DICA 1 DICA 1 HEAL1	D Billing Prc 23456789 23456789	E Street Ad 123 MAIN 123 MAIN 123 MAIN	TOMAH TOMAH TOMAH	State WI WI	ZIP Code 54660 54660			Prescriptio	111111 111111 111111	Member 11198765432 11198765432	I Member 1 DOE 1 DOE 9 DOE	L Member MAXIMU MAXIMU DOUG	F Billed Am S \$6,000.00 S \$1,200.00	FDOS 01/01/202 01/30/202 02/01/202	Final Statu 1 Paid 1 Paid 1 Paid 1 Paid	Amount P E \$6,060.00 1 \$1,332.00 1	11/28/2022 11/28/2022 11/28/2022	
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Figure 11 CSV Formatted File

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3	07/31/2022	42H	MEDICA	1234567890	123 MAIN ST	
4	07/31/2022	701	XYZ HEALTH	1234567890	123 MAIN ST	
5	07/31/2022	42H	MEDICA	1234567890	123 MAIN ST	-
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Figure 12 Cell Width Expanded to Fit Data

2.2 Provider Based Bills—Portable Document Format

1. Click the **Provider Based Bills—PDF Format** link from the Provider Based Bills page. The OnBase document viewer will open.

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▲	Not secure	172.30.10.57/WIPortal2/Subsystem/SW/ViewOnBaseDoc.aspx?id=PBBReport20&New	wWin=	Y	
1	Document ID	Description			-
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Figure 13 OnBase Document Viewer

- 2. Click the desired report. The PDF file with the provider-based billing information will be displayed.
- 3. Scroll down to view the provider-based billing summary report.

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	Governor						MAD	DISON WI 53716		
	Karen E. Timbe	erlake		of Wisconsin				ne: 800-362-3002 ax: 608-221-4567		
	Secretary		Departme	nt of Health Servi	ces			TTY: 711		
	Current Da	te: 08/23/2022								
			MASSACHUSETTS	1	Billing Pr	ovider Numb	er: 12345	67890		
	Carrier Cod	ie: 123								
	123 MAIN P.O. BOX									
	ANYTOWN	MA 555	55							
	RE: Provid	er-Based Billing	summary							
			e carrier at (608)221-4 trance identification ca		m submis	sion address,	or contact	the member		
l	Claim ICN	Member ID	Member Name		Billed Amount	Claim from Date of Service	Final Status	Amount Paid		
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	E 12441 (1	0/08>								
	F-13441 (1	0/08)								

Figure 14 Provider-Based Billing Summary Report

4. The user can choose to download the report to their computer or print the report by clicking the icons in the upper right corner.

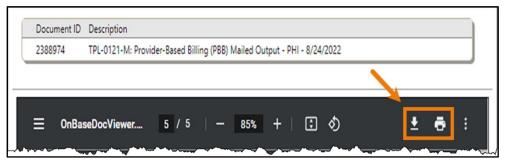


Figure 15 Download and Print Icons