

## Children's Long-Term Support Provider Claims Training

ForwardHealth Professional Relations Wisconsin Healthcare Account ::: Gainwell Technologies January 2025





### Agenda

- Understanding claim status
- Accessing the Claim form
- How to fill out the panels
- How to submit the claim
- How to look up a PA
- Create a Claim from a PA
- Understanding claim status
- How to Copy a claim
- How to Adjust a claim
- Where to find EFT information.



### Ē

## **Understand Claim Status**

**Claim Statuses** 

- Pay
- Denied
- Suspended
- Adjusted



## Claim Status "Pay"

### Paid Claim Options

- Cancel
- Adjust
- Void
- Copy Claim

Claim Status	s Info	ormatio	n
Claim Status	PAY		<b>←</b>
Claim ICN	0000	0000000	1000
Paid Date	09/2	21/2016	
Paid Amount	\$12,	177.66	
	_	_	
DRG Results			
DRG Code	975		
DRG Version	33		
SOI	0		
EOB Informa	tion		
Detail Num	ber	Code	Description
0		9816	Pricing Adjustment - Payment amount increased based on hospital access payment
0		9008	Pricing Adjustment - Payment amount decreased based on Pay for Performance poli
0		9932	Pricing Adjustment - DRG pricing applied.
1		9932	Pricing Adjustment - DRG pricing applied.
			Cancel Adjust Void Copy claim



## Claim Status "Deny"

Claim Statu	s Infor	rmation				
Claim Status	DENY					
Claim ICN	221124	4001007				
Denied Date	09/01/2	2011				
Paid Amount	\$0.00					
EOB Informa	tion					
Detail Number	Code	Description				
0	1265	The Admit Type co	ode is required.			
0	1291	Valid Source of Ad	dmission is required.			
0	0232	Source of Admit is	s missing or invalid.			
0	1143	Accomodation Cor	de(s) is not payable.			
				<u> </u>	re- <u>s</u> ubmit	Cancel



## Claim Status "Suspend"

Claim Stat	us Infor	mation
Claim Status	SUSPEN	
Claim ICN	221102	4001008
Paid Amount	\$0.00	
EOB Inform	ation	
Detail Numbe	r Code	Description
0	9817	Billing provider number was used to adjudicate the service(s)
1	9817	Billing provider number was used to adjudicate the service(s)
1	0000	This claim/service is pending for program review.



### Claim Status "Adjusted"

, Adjustment Info	rmation								
	Claim	Adjustment		<u>Claim</u>	Paid	Net			
Original ICN	Seque	nce Status	Date Adjusted	Status	Amount	Difference			
2222228001014	ţ	<ol> <li>Adjusted</li> </ol>	PB/16/2022	PAY	\$51.00	\$10.00			
5922228001006	5	2	08/16/2022	PAY	\$61.00				
Claim Status Inf	iormatio	on							
Claim Status PAY	1								
Claim ICN 222	222800	1014	·	0	riginal Cl	aim			
Paid Date 00	16/2022								
Para Para Uay	10/2022								
Paid Amount \$51	.00								
EOB Information									
Detail Number	Code	Description							
1	9819	EAPG pricing ap	plied.						
1	9959	Pricing Adjustme	ent - Claim has p	ricing gr	reater than	billed cutback amount appli			
1	9907	Pricing Adjustme	ent - Prior TPL Pa	syment a	applied.				
1	9816	Pricing Adjustme	ent - Payment an	nount in	creased ba	ased on hospital access payme	nt		
						Cance	et	Copy claim	



### Accessing the Claim Form







### Accessing the Claim Form

ForwardHealth	ForwardHealth
Sign In Username	****
	Verify with your password
1	PORTALUSER1
Keep me signed in	Password
Next	••••••
Unionic account?	Verify
Unlock account?	
nep	Forgot password?
Logging in for the first time?	Back to sign in

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Wisconsin ser

# Accessing the Claim Form Click on Claims.





### Accessing the Claim Form

#### Claims

#### User Guides

Portal User Guides

#### **Claims Submission Options**

Providers may submit claims to ForwardHealth electronically or on paper. Providers are encouraged to submit claims electronically as it improves efficiency, reduces billing and processing errors, and allows for the timely processing of payments.

Providers may begin the claim processing function by clicking on the following options.

#### What would you like to do?

- <u>Claim search</u>
- <u>Claims Submission Report</u>
- <u>Submit Institutional Claim</u>
- <u>Submit Professional Claim</u>
- <u>Upload Claim Attachments</u>
- <u>Create a Claim From PA</u>

Providers having difficulties determining which method to use when submitting a claim, or in submitting a claim through the Portal, may call provider services at 800-947-9627.



### How to fill out the panels

•	Header	Next Search By: 129			manch a	faar bins Starsb
		Professional Claim				¢
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		Date of Both	Referral Number			
		Partnersh Association &	Total Charged	40.00		
		Madeai Record		40.00		
		tiamber	Other Breactings Amount	\$5.00		
		SCI Date	Total Amount Part			
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			ih Number*			
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		(1997)				
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			Law and the second s					
Professional Cla	im				0			
Required fields are	indicated with an asteris	(*).						
ICN	2222229001012	Rendering Provider	0000000	[ Search ]				
Provider ID	0123456789 NPI	Referring Provider 1	1212121212	[ Search ]				
Member ID*	0123456789	Referring Provider 2		[ Search ]				
Last Name	DOE	Medicare Disclaimer	no disclaimer	*				
First Name, MI	JOHN	Other Insurance Indicator	~					
Date of Birth	05/05/1995	Referral Number						
Patient Account #		Total Charge*	\$370.00					
Medical Record Number		Other Insurance Amount	\$0.00					
SOI Date		Total Amount Paid	\$64.52					
		Net Difference						
Diagnosis Condition Medicare Anesthesia Other Insurance								

Diagnosis Condition Medicare Anesthesia Other Insurance						
Diagnos	s					3
Sequence	1	Diagnosis 1	[ Search ]			
Sequence	2	Diagnosis 2	[ Search ]			
Sequence	3	Diagnosis 3	[ Search ]			
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Sequence	9	Diagnosis 9	[ Search ]			
Sequence	10	Diagnosis 10	[ Search ]			
Sequence	11	Diagnosis 11	[ Search ]			
Sequence	12	Diagnosis 12	[ Search ]			



## Diagnosis Codes

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Diagnosis 1			[ Close
Search			0
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Description			
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Search Results			
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### **Detail Panel**

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2 03/03/202		6/03/2022	80081	24			- IMAY	1.00	671,00		
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Emergency											
Emergency Family Planning											
Emergency Family Planning				Profess	Special Georgia	e Descript	don				



### How to Submit the Claim

r Claim Status Information	
Claim Status Not submitted yet	
	Submit Cancel



#### Claims

#### **Claims Submission Options**

Providers may submit claims to ForwardHealth electronically or on paper. Providers are encouraged to submit claims electronically as it improves efficiency, reduces billing and processing errors, and allows for the timely processing of payments.

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- <u>Submit Professional Claim</u>
- <u>Upload Claim Attachments</u>
- <u>Create a Claim From PA</u>



Portal User Guides



#### Find PA Record \* Choose PA Record \* PA Record

Find PA Record		0
To view a PA record enter the PA Number in PA Number	the PA Number field and select "View PA Record". View PA Record	
If you do not know the PA number, enter th	e member information in one or more of the data fields and select "Search" to view available PAs, or selec	"Clear" and "Search" to view the entire list of PAs submitted by your Provider ID.
Process Type		
Any 111 - Physical therapy (PT) 112 - Occupational therapy (OT) 113 - Speech and language pathology (SLF 114 - Spell of illness (SOI) for PT 115 - SOI for OT		
Member ID Requested Start Date	-	
PA Status Any Amendment Status Any	~ ~	
		Search Clear Exit



### PA Record page

#### Find PA Record » Choose PA Record » PA Record

#### **Choose PA Record**

From the list below select the PA record you wish to view and press enter. If the PA is not listed, select "Previous", refine your search criteria and search again, or <u>contact</u> provider services for assistance at 1-800-947-9627.

PA Nu	ımber	<u>Member Id</u>	Last Name	First Name	Process Type	PA Status	Amendment Status	<u>Requested</u> <u>Start Date</u>	<u>Grant</u> <u>Date</u>	Expiration Date	PA Notice	
52500	<u>30001</u>	5209856453	CLTS	JASMINE	147 - Childrens Long-Term Support	APPROVED		07/01/2024	07/01/2024	05/20/2025	Decision Notice	
4												F
						Previo	ous					E



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PA Record			
<ul> <li>The PA record below is in "APPROVED"</li> <li>To view the decision on this approved P</li> </ul>	status. PA select "View PA De	cision Notice" located in the PA Info	rmation section. If you wish to submit an amendment request for this PA, select "Amend this PA" located at the bottom of the page.
PA Message			
<ul> <li>***There are No PA Messages***</li> </ul>			
C PA Information			
PA Number	5243300004	Media Type	WEB
First Name	JACKIE	Member ID	1209783011
Last Name	CLTS	Date of Birth	10/04/2023
PA Status	APPROVED		View PA Decision Notice
Amendment Status			
Process Type	147 - Childrens Lo	ong-Term Support	
Program	Medicaid		
HealthCheck Other Service	No	Start Date - SOI	
Requested Start Date	11/22/2024	First Date of Treatment - SOI	
Primary Diagnosis Code	Z418	Description	ENCNTR FOR OTH PROC FOR PURPOSE OTH THAN REMEDY HEALTH STATI
Secondary Diagnosis Code		Description	
National Provider Identifier-		Name - Prescribing/Referring/	
Prescribing/Referring/Ordering Provider		Ordering Provider	
			Create a Claim From PA



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Message				
***There are No DA Merry	2005***			
There are no PA mess	ayes			
A Information				
	PA Number 5243	300004	Media Ty	pe wca
	First Name JACK	IE	Member	ID 1209783011
	Last Name CLTS		Date of Bir	th 10/04/2023
	PA Status Appr	OVED		View PA Decision Notice
Amend	ment Status			
F	Process Type 147	- Childrens Lon	g-Term Support	
	Program Made			
HealthCheck O	ther Service No.	:aid	Start Date - S	OI
Requeste	d Start Date 11/2	2/2024	First Date of Treatment - S	01
Primary Dia	gnosis Code Z418		Descripti	PA ENCNTR FOR OTH PROC FOR PURPOSE OTH THAN REMEDY HEALTH STATI
Secondary Dia	agnosis Code		Descripti	on
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ICN	Rendering Provider		Search ]						
Provider ID 1986597896 NPJ	Referring Provider 1		[ Search ]						
Hember 10* 8309783483	Refeming Provider 2		[ Search ]						
Last Name CLTS	Nedicare Disclaimer	na disclaimer							
First Name, ML KIRK	Other Insurance Indicator	v							
Date of Birth 07/28/2024	Referral Number								
atient Account #	Total Charge*	\$100.00							
Hedical Record	Other Insurance Amount	\$0.00							
SOI Date	Total Amount Paid	\$0.00							
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	På Number*	5243290001							
tail		main marks static main	Children Haller - Children	_					
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stall Line Parable From Date of Service to Date A 0	e of Service - Procedure Code 97164	i Mala Mala Mala Mala	Status Units Charge 5000.00 \$100.00 Select row all	0 borre to update -or- click Ade	d butten balaw.		_	_	
tabil Line Foundary From Data of Service to Dat A 0 Line Number	e of Service - Procedure Code 97164	i Mali Mali Mali Mali Rendering Pro	Status Units Charve S000.00 \$100.00 Select row al setter	0 Dove to update -or- click Adv [Search ]	d batton below.			_	
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	Diagnosis Condition M	ledicare Anesthesia Other Insurance
1	Detail	
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	A 0	S5151 1.00 \$120.00
		Type data below for new record.
	Line Number	0 Rendering Provider 5829371041 NPI [ Search ]
	From Date of Service*	Referring Provider 1 [Search ]
	To Date of Service*	Referring Provider 2 [Search ]
	Procedure Code*	S5151 [Search] Ordering Provider [Search]
	Modifiers	[Search] [Search] [Search]
	Diagnosis Code Pointers	
	Units*	1.00
	Charge*	\$120.00 Status
	Place of Service Code*	99 [Search] Allowed Amount \$0.00
	Emergency	✓ CoPay Amount \$0.00
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	Notes	Professional Service Description
	Notes	



Next Search By: ICN					search clear New Sear
Professional Claim					
Required fields are indicated with an asterisk (*).	Bandarian Bandara				
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Last Name come	Medicare Disclaimer	1990	earch (		
First Name MI MANUEL Of	her Insurance Indicator	Imer	v		
Date of Birth 03/11/2012	Referral Number				
Patient Account #	Total Charge*	\$50.00			
Medical Record O	ther Insurance Amount	\$0.00			
SOI Date	Total Amount Paid	\$0.00			
	Net Difference				
	PA Number* 5243370	010			
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Diagnosis Condition Medicare Anestnesia Other I	risurence				
Detail					
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Medicare Information(Detail)					
Line Number 1	Medicare Deductible	\$0.00	+		
Medicare Date Paid	Medicare Coinsurance	\$0.00	+		
Medicare Paid Amount \$0.00	Psychiatric Reduction	\$0.00	+		
Medicare Non Covered Charge \$0.00	Medicare Copayment	\$0.00	+		
	Remaining Patient Liability*		-		
Attachments					
*** No rows found ***					
		Select row above to u	pdate -or- click Add button	pelow.	
Attachment Control Number					
Description					
					Delete Ad
Claim Status Information					
Claim Status Not submitted yet					
					Submit Ca





1

### Copying a Claim To copy a claim: 1. Search for a claim. 2. Click Copy Claim **Claim Status Information** Claim Status DAY Claim must be in Pay status Claim ICN 202432700100 Paid Date 11/22/2024 Paid Amount \$80.00 EOB Information **Detail Number Code Description**

9921 Pricing Adjustment - Prior Authorization pricing applied.



Cancel

Adjust

Void

Copy claim



## Copying a Claim

Institutional Claim				
Required fields are indicated with an a	asterisk (*).			
ION				
Provider 1D 0307654321 NPE		Type Of Bill*	212 ( Search	1
Member ID* 1224557990		From Date of Service*	01/01/2015	
Last Name MEDICAID		To Date of Service*	01/12/2015	
First Name, MI MARY	R	Patient Status*	30 [ Search ]	
Date of Birth 10/01/1938		Point of Origin*	1 [ Search 1	
Patient Account #		Admission Date	01/01/2015	
Medical Record #		Priority*	3 [ Search 1	
		Admission Diagnosis	i some i	
Atbending Provider* 1111111111		Code	L89609 [Search]	1
Rendering Provider	[ search ]	Covered Days*	12	
Referring Provider	[ Search ]	Non Covered Days	0	
Other Provider		Medicare Disclaimer	no disclaimer	Y
	2	Other Insurance Indicator	~	
Notes	0	Total Charge*	\$2,340.00	
Line Number		Reven	ue Code ( Star	b1
Line Number		Reven	ue Code	6.1
From Date of Service		Rendering	Provider	( Search )
To Date of Service		Referring	Provider	( Skiel)
Procedure Code	[ search ]		Units	
			Charge	
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			Status	
Professional Service Description		Allowed	Amount	
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## Adjusting a Claim

Claim Statu	s Informat	tion	
Claim Status	PAY		
Claim ICN	52222270	01001	
Paid Date	08/15/202	22	
Paid Amount	\$32.12		
EOB Informa	tion		
Detail Nun	nber Code	e Description	
0	9817	Per policy, ForwardHealth used the billing provider enrollment to determine rei	
1	9817	Per policy, ForwardHealth used the billing provider enrollment to determine rei	
1	9918	3 Pricing Adjustment - Maximum allowable fee pricing applied.	
4a.			¥
		Cancel	Adjust Void Copy claim



## How to set up Electronic Funds Transfer (EFT)

- EFT information from WPS does not carryover to DHS. You must sign up with DHS.
- All EFT enrollments must be completed via your secure Provider Portal account.
- Only a clerk who has been assigned the EFT role may enroll in EFT.
- Once enrolled for EFT, organizations cannot revert to receiving paper checks.
- Organizations may change their EFT information at any time.
- Enrolling in EFT does not change your Remittance Advice.



## **Electronic Funds Transfer**



Welcome » December 18, 2024 2:44 PM Login

Search

#### Catalog of Trainings and Educational Resources for Providers and Other Stakeholders

A number of trainings and other educational resources are available to providers and other stakeholders to offer support in the administration of ForwardHealth's programs. Some of the offered trainings serve as an introduction to program policy and operations, while others go into more depth on a particular topic. In addition, continuing education credit is available for some courses offered through the Centers for Medicare and Medicaid Services (CMS).

FORWARDHEALTH PORTAL BASICS/NAVIGATION	$\sim$	PROVIDER/SERVICE AREA SPECIFIC	~
BILLING, CLAIMS, DRUG REBATE, & PAYMENTS	^	OFFICE OF THE INSPECTOR GENERAL (OIG)	~
ForwardHealth Portal Electronic Payment Changes to Crisis Intervention Services and Claims Submission		ACUTE AND PRIMARY MANAGED CARE	$\sim$

### www.forwardhealth.wi.gov/WIPortal/cms/page/trainings/home

dhs.wisconsin.gov/publications/p0/p00963.pdf





### Resources

### CLTS Operations: 844-942-5870 (844WICLTS0)

ForwardHealth Portal: www.forwardhealth.wi.gov

### **Email subscription:**

https://www.forwardhealth.wi.gov/WIPortal/Subsystem/KW/Subs criptions.aspx

### **Portal Basic Trainings:**

<u>www.forwardhealth.wi.gov/WIPortal/content/provider/training/fu</u> <u>ndamentals/Modules\_player.htm.spage?webcast=0</u>

### **CLTS Transition Page:**

www.forwardhealth.wi.gov/WIPortal/cms/page/message/clt-tptransition ForwardHealt



### Resources

### Max Fee Schedule:

<u>www.forwardhealth.wi.gov/WIPortal/cms/page/trainings/ho</u> <u>me</u>

### 837 Companion Guides:

<u>www.forwardhealth.wi.gov/WIPortal/Subsystem/SW/Search.a</u> <u>spx?searchBy=Provider&miniSearchValue=837</u>

CLTS TPA 837 demonstration video: <a href="mailto:vimeo.com/999206480">vimeo.com/999206480</a>

### **Multi-Factor Authentication User Guide:**

www.forwardhealth.wi.gov/WIPortal/StaticContent/pdf/MFA\_ Instructionsheet.pdf





### Q/A Session





Thank You