

To:
All Providers
HMOs and Other
Managed Care
Programs

Wisconsin Medicaid Electronic Claims and Web Prior Authorization Submission Deadlines and Holiday Schedule for 2006

Wisconsin Medicaid accepts electronic claims according to a standard submission schedule, except on holidays. Wisconsin Medicaid will be closed for business in recognition of certain holidays occurring in 2006. Both the electronic claims submission and holiday schedules are provided in the Attachment of this *Wisconsin Medicaid and BadgerCare Update*.

Electronic Claims Submission Schedule

Wisconsin Medicaid processes claims received throughout the week during the weekend processing cycle. The deadlines for submitting various types of electronic claims for weekend processing are in the Attachment of this *Wisconsin Medicaid and BadgerCare Update*.

Note: Processing may be delayed for tapes, cartridges, or transmissions that are damaged or contain bad data.

Wisconsin Medicaid 2006 November-December Holiday Schedule

Wisconsin Medicaid will be closed for business in recognition of certain holidays occurring in 2006. Refer to the Attachment for a list of these dates.

Wisconsin Medicaid will not accept electronic claims on Thursday, November 23 and Friday, November 24, 2006, due to the Thanksgiving holiday. Electronic claims must be received by 5:00 p.m. Wednesday, November 22, 2006, to be included in the processing cycle that weekend.

Providers who use a vendor or clearinghouse for electronic claims submission purposes should contact them for their holiday schedule.

Web Prior Authorization Request Submission

Prior authorization requests may be submitted by selected providers via the Web Monday through Friday from 8:00 a.m. to 5:00 p.m., excluding holidays. Refer to the Attachment for the holiday schedule.

Dial-up and Internet Access Lines

The dial-up and Internet access lines to the Electronic Data Interchange (EDI) Department are available Monday through Friday from 8:00 a.m. to 4:00 p.m., excluding holidays. Refer to the Attachment for the holiday schedule.

For More Information

Providers with questions about electronic claims should call the EDI Helpdesk at (608) 221-9036 or e-mail wiedi@dhfs.state.wi.us.

For questions about paper claims, providers should call Provider Services at (800) 947-9627 or (608) 221-9883.

Information Regarding Medicaid HMOs

This *Update* contains Medicaid fee-for-service policy and applies to providers of services to recipients on fee-for-service Medicaid only. For Medicaid HMO or managed care policy, contact the appropriate managed care organization. Wisconsin Medicaid HMOs are required to provide at least the same benefits as those provided under fee-for-service arrangements.

The *Wisconsin Medicaid and BadgerCare Update* is the first source of program policy and billing information for providers.

Although the *Update* refers to Medicaid recipients, all information applies to BadgerCare recipients also.

Wisconsin Medicaid and BadgerCare are administered by the Division of Health Care Financing, Wisconsin Department of Health and Family Services, P.O. Box 309, Madison, WI 53701-0309.

For questions, call Provider Services at (800) 947-9627 or (608) 221-9883 or visit our Web site at dhfs.wisconsin.gov/medicaid/.

PHC 1250

ATTACHMENT

Wisconsin Medicaid Electronic Claims Submission and Holiday Schedules

| Electronic Claims Submission Schedule for 2006 | |
|---|---|
| Types of Electronic Claims Submission | Deadlines for Weekend Processing |
| Dial-up (RAS) and Internet | Fridays by 4:00 p.m.* |
| 3480, 3490, and 3490E cartridges | Thursdays by 3:00 p.m.* |

* Holiday exception — If a week ends with a holiday, all claims received by 5:00 p.m. on the last business day before the holiday will process in the weekend cycle. Support staff will not be available on holidays.

| Wisconsin Medicaid Electronic Data Interchange and Web Prior Authorization Holiday Schedule | | |
|--|------------------------|-------------------------|
| Date Closed for Business | Day of the Week | Holiday Observed |
| November 23, 2006 | Thursday | Thanksgiving |
| November 24, 2006 | Friday | Thanksgiving |
| December 25, 2006 | Monday | Christmas |
| January 1, 2007 | Monday | New Year's |