

Medical Assistance Provider Bulletin

Attention: All Title XIX Community Care Organizations

Subject: New "OI" Codes and Claim Form Instructions

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I. **INTRODUCTION**

This Medical Assistance Provider Bulletin (MAPB) provides important information on changes in the Wisconsin Medical Assistance Program's (WMAAP) billing requirements on the HCFA 1500 claim form. *It is imperative that providers review this information carefully and share it with billing staff.*

II. **REVISED HCFA 1500 CLAIM FORM COMPLETION INSTRUCTIONS**

Revised HCFA 1500 claim form instructions are included as Attachment 1 of this MAPB. These instructions are effective with claims received by EDS on or after January 4, 1993. All claims, including resubmission of any previously denied claims, received by EDS on or after January 4, 1993, must be submitted according to the instructions included with this MAPB. This applies to all paper claims, electronic claims, and crossover claims for coinsurance and deductible for Medicare Part B allowed charges.

All claims received by EDS prior to January 4, 1993, must be submitted according to the claim form completion instructions in MAPB-092-006-O. Please retain these instructions to ensure the accurate submission of claims.

Important Note: Providers are advised to submit prior to January 4, 1993, all claims which are submitted according to the instructions in MAPB-092-006-O. Please allow ample mailing time to ensure that claims submitted according to these instructions are received by EDS prior to January 4, 1993. If there is a likely possibility that claims prepared and mailed in late December, 1992, will not be received by EDS prior to January 4, 1993, it is to the provider's advantage to submit claims according to the instructions included with this MAPB after January 4, 1993.

Please pay particular attention to the following changes. You are encouraged to review the claim form completion instructions in their entirety, as some additional areas have been reworded to clarify WMAAP billing requirements.

A. **"Other Insurance" Indicators**

The WMAAP has reduced the number of allowable "Other Insurance" (OI) codes to simplify billing for providers and increase the accuracy of information received on claims. Claims received on or after January 4, 1993, which do not indicate allowable "OI" codes will be denied. Refer to the HCFA 1500 claim form completion instructions in Attachment 1 of this MAPB for allowable "OI" codes for claims received on or after January 4, 1993.

B. **Medicare Disclaimer Codes**

The WMAAP has changed the descriptions of the Medicare disclaimer codes, required in element 11 of the HCFA 1500 claim form, to clarify the correct use of the codes. Refer to the HCFA 1500 claim form completion instructions in Attachment 1 of this MAPB for the new descriptions.

ATTACHMENT 1

NATIONAL HCFA 1500 CLAIM FORM COMPLETION INSTRUCTIONS FOR COMMUNITY CARE ORGANIZATIONS

(For Claims Received On Or After January 4, 1993)

To avoid denial or inaccurate claim payment, providers must use the following claim form completion instructions. Enter all required data on the claim form in the appropriate element. Do not include attachments unless instructed to do so. All elements are required unless "not required" is specified.

Wisconsin Medical Assistance recipients receive a Medical Assistance identification card upon initial enrollment into the Wisconsin Medical Assistance Program (WMAP) and at the beginning of each month thereafter. Providers should always see this card before rendering services. Please use the information exactly as it appears on the Medical Assistance identification card to complete the patient and insured information.

ELEMENT 1 - Program Block/Claim Sort Indicator

Enter claim sort indicator "M" for the service billed in the Medicaid check box. Claims submitted without this indicator are denied.

ELEMENT 1a - INSURED'S I.D. NUMBER

Enter the recipient's ten-digit Medical Assistance identification number as found on the current Medical Assistance identification card. This element must contain no other numbers, unless the claim is a Medicare crossover claim, in which case the recipient's Medicare number may also be indicated.

ELEMENT 2 - PATIENT'S NAME

Enter the recipient's last name, first name, and middle initial as it appears on the current Medical Assistance identification card.

ELEMENT 3 - PATIENT'S BIRTH DATE, PATIENT'S SEX

Enter the recipient's birth date in MM/DD/YY format (e.g., February 3, 1955, would be 02/03/55) as it appears on the Medical Assistance identification card. Specify if male or female with an "X."

ELEMENT 4 - INSURED'S NAME (not required)

ELEMENT 5 - PATIENT'S ADDRESS

Enter the complete address of the recipient's place of residence.

ELEMENT 6 - PATIENT RELATIONSHIP TO INSURED (not required)

ELEMENT 7 - INSURED'S ADDRESS (not required)

ELEMENT 8 - PATIENT STATUS (not required)

ELEMENT 9 - OTHER INSURED'S NAME

Third-party insurance (commercial insurance coverage) must be billed prior to billing the WMAP, unless the service does not require third-party billing according to Appendix 18a of Part A of the WMAP Provider Handbook.

- When the provider has not billed other insurance because the "Other Coverage" of the recipient's Medical Assistance identification card is blank, the service does not require third party billing according to Appendix 18a of Part A of the WMAP Provider Handbook, or the recipient's Medical Assistance identification card indicates "DEN" only, this element must be left blank.
- When "Other Coverage" of the recipient's Medical Assistance identification card indicates HPP, BLU, WPS, CHA or OTH, and the service requires third party billing according to Appendix 18a of Part A of the WMAP Provider Handbook, one of the following codes **MUST** be indicated in the first box of element 9. The description is not required, nor is the policyholder, plan name, group number, etc. (Elements 9a, 9b, 9c, and 9d are not required.)

Code Description

OI-P PAID in part by other insurance. The amount paid by private insurance to the provider or the insured is indicated on the claim.

OI-D DENIED by private insurance following submission of a correct and complete claim, or payment was applied towards the coinsurance and deductible. Do NOT use this code unless the claim in question was actually billed to the private insurer.

OI-Y YES, card indicates other coverage but it was not billed for reasons including, but not limited to:

- Recipient denies coverage or will not cooperate;
- The provider knows the service in question is noncovered by the carrier.
- Insurance failed to respond to initial and follow-up claim; or
- Benefits not assignable or cannot get an assignment.

- When "Other Coverage" of the recipient's Medical Assistance identification card indicates "HMO" or "HMP", one of the following disclaimer codes must be indicated, if applicable:

Code Description

OI-P PAID by HMO or HMP. The amount paid is indicated on the claim.

OI-H HMO or HMP does not cover this service or the billed amount does not exceed the coinsurance or deductible amount.

Important Note: The provider may *not* use OI-H if the HMO or HMP denied payment because an otherwise covered service was not rendered by a designated provider. Services covered by an HMO or HMP are not reimbursable by the WMAP except for the copayment and deductible amounts. Providers who receive a capitation payment from the WMAP may not bill the WMAP for services which are included in the capitation payment.

ELEMENT 10 - IS PATIENT'S CONDITION RELATED TO (not required)

ELEMENT 11 - INSURED'S POLICY, GROUP OR FECA NUMBER

The first box of this element is used by the WMAP for Medicare information. (Elements 11a, 11b, 11c, and 11d are not required.) Medicare must be billed for covered services prior to billing the WMAP. When the recipient's Medical Assistance identification card indicates Medicare coverage, but Medicare does not allow any charges, one of the following Medicare disclaimer codes **MUST** be indicated. The description is not required.

<u>Code</u>	<u>Description</u>
M-1	Medicare benefits exhausted. This disclaimer code may be used by hospitals, nursing homes and home health agencies when Medicare has made payment up to the lifetime limits of its coverage.
M-5	Provider not Medicare certified for the benefits provided.
M-6	Recipient not Medicare eligible.
M-7	Medicare disallowed (denied) payment. Medicare claim cannot be corrected and resubmitted.
M-8	Medicare was not billed because Medicare never covers this service.

If Medicare is not billed because the recipient's Medical Assistance identification card indicated no Medicare coverage, this element must be left blank.

If Medicare allows an amount on the recipient's claim, the Explanation of Medicare Benefits (EOMB) must be attached to the claim and this element must be left blank. Do not enter Medicare paid amounts on the claim form. Refer to Appendix 17 of Part A of the WMAP Provider Handbook for further information regarding the submission of claims for dual entitlees.

ELEMENTS 12 AND 13 - AUTHORIZED PERSON'S SIGNATURE

(Not required since the provider automatically accepts assignment through Medical Assistance certification.)

ELEMENT 14 - DATE OF CURRENT ILLNESS, INJURY, OR PREGNANCY (not required)

ELEMENT 15 - IF PATIENT HAS HAD SAME OR SIMILAR ILLNESS (not required)

ELEMENT 16 - DATES PATIENT UNABLE TO WORK IN CURRENT OCCUPATION (not required)

ELEMENT 17 - NAME OF REFERRING PHYSICIAN OR OTHER SOURCE (not required)

ELEMENT 17a - I.D. NUMBER OF REFERRING PHYSICIAN (not required)

ELEMENT 18 - HOSPITALIZATION DATES RELATED TO CURRENT SERVICES (not required)

ELEMENT 19 - RESERVED FOR LOCAL USE (not required)

ELEMENT 20 - OUTSIDE LAB (not required)

ELEMENT 21 - DIAGNOSIS OR NATURE OF ILLNESS OR INJURY

Enter diagnosis code V68.9 (unspecified encounter for administrative purposes). The diagnosis description is not required.

ELEMENT 22 - MEDICAID RESUBMISSION (not required)

ELEMENT 23 - PRIOR AUTHORIZATION (not required)

ELEMENT 24A - DATE(S) OF SERVICE

Enter the month, day, and year for each procedure using the following guidelines:

- When billing for one date of service, enter the date in MM/DD/YY format in the "From" field.
- When billing multiple dates of service for the same calendar month and on the same detail line, enter the month's first date of service in MM/DD/YY format in the "From" field. Enter the month's last date of service in the "To" field in DD format.

ELEMENT 24B - PLACE OF SERVICE

Enter the single-digit place of service code "0" for each service.

ELEMENT 24C - TYPE OF SERVICE CODE

Enter the single-digit type of service code "9" for each service.

ELEMENT 24D - PROCEDURES, SERVICES, OR SUPPLIES

Enter the appropriate five-character procedure code.

ELEMENT 24E - DIAGNOSIS CODE

Enter "1" to refer to the diagnosis indicated in element 21.

ELEMENT 24F - CHARGES

Enter the total charge for each line.

ELEMENT 24G - DAYS OR UNITS

Enter the total number of days being billed for each line.

ELEMENT 24H - EPSDT/FAMILY PLANNING (not required)

ELEMENT 24I - EMG

Enter an "E" for each procedure performed as an emergency.

ELEMENT 24J - COB (not required)

ELEMENT 24K - RESERVED FOR LOCAL USE

When applicable, enter the word "spenddown" and under it, the spenddown amount on the last detail line of element 24K directly above element 30. Refer to Section IX of Part A of the WMAP Provider Handbook for information on recipient spenddown.

ELEMENT 25 - FEDERAL TAX ID NUMBER (not required)

ELEMENT 26 - PATIENT'S ACCOUNT NO.

Optional - provider may enter up to 12 characters of the patient's internal office account number. This number will appear on the EDS Remittance and Status Report.

ELEMENT 27 - ACCEPT ASSIGNMENT

(Not required, provider automatically accepts assignment through Medical Assistance certification.)

ELEMENT 28 - TOTAL CHARGE

Enter the total charges for this claim.

ELEMENT 29 - AMOUNT PAID

Enter the amount paid by other insurance. If the other insurance denied the claim, enter \$0.00. (If a dollar amount is indicated in element 29, "OI-P" must be indicated in element 9.)

ELEMENT 30 - BALANCE DUE

Enter the balance due as determined by subtracting the recipient spenddown amount in element 24K and the amount paid in element 29 from the amount in element 28.

ELEMENT 31 - SIGNATURE OF PHYSICIAN OR SUPPLIER

The provider of the authorized representative must sign in element 31. The month, day, and year the form is signed must also be entered in MM/DD/YY format.

NOTE: This may be a computer-printed or typed name and date, or a signature stamp with the date.

ELEMENT 32 - NAME AND ADDRESS OF FACILITY WHERE SERVICES RENDERED (not required)

ELEMENT 33 - PHYSICIAN'S, SUPPLIERS BILLING NAME, ADDRESS, ZIP CODE AND PHONE #

Enter the provider's name (exactly as indicated on the provider's notification of certification letter) and address of the billing provider. At the bottom of element 33, enter the billing provider's eight-digit Medical Assistance provider number.