



Louisiana Medicaid Management Information System (LMMIS)

Healthy Louisiana Applications User Manual

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Date Updated: 06/06/2023

Prepared By
Technical Communications Group

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PROJECT INFORMATION

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1.0 OVERVIEW

1.1 Objectives

Healthy Louisiana applications provide secure Web-based tools for **Healthy Louisiana** Providers to access, download, and submit **Healthy Louisiana** provider related files. These applications are accessible to all **Healthy Louisiana** Providers who have a computer with Internet access using a recent version of either Firefox or Internet Explorer browser software. Providers must establish a valid online account with Louisiana Medicaid, complete with a valid Login ID and password, in order to access these Web-based applications.

LOUISIANA MEDICAID

You are here : Louisiana Medicaid > My Applications > Healthy Louisiana Applications

inwell Healthy Louisiana Applications PRINT

Options

- 820 File Download
- Claims File Download
- Provider Registry Upload
- Registry Edit Rpts
- Site Registry Upload
- Site Registry Edit Rpts
- TPL Record Entry
- TPL Record Search
- Provider Rates Download
- Diagnosis Codes
- PA Transactions History
- CLIA File
- List of Providers

My Account

- My Profile
- My Applications
- Logout
- Help

Provider ID 1209996

Provider Name LDH MGMT/DXC TECH PBM STAFF

- 820 File Download
- Claims File Download
- Provider Registry
 - Provider Registry Upload
 - Provider Registry Weekly Edit/Update Reports (MW-W-06)
- Site Provider Registry
 - Site Registry Upload
 - Weekly Site Registry Edit/Update Reports (MW-W-08)
- Third Party Liability Entry
 - TPL Record Entry
 - TPL Record Search
- Provider Rates Download
- Diagnosis Codes Requiring Pre-Certification
- PA and Pre-cert Transactions History
- CLIA File
- List of Providers

There are 10 Healthy Louisiana applications available to Providers upon login:

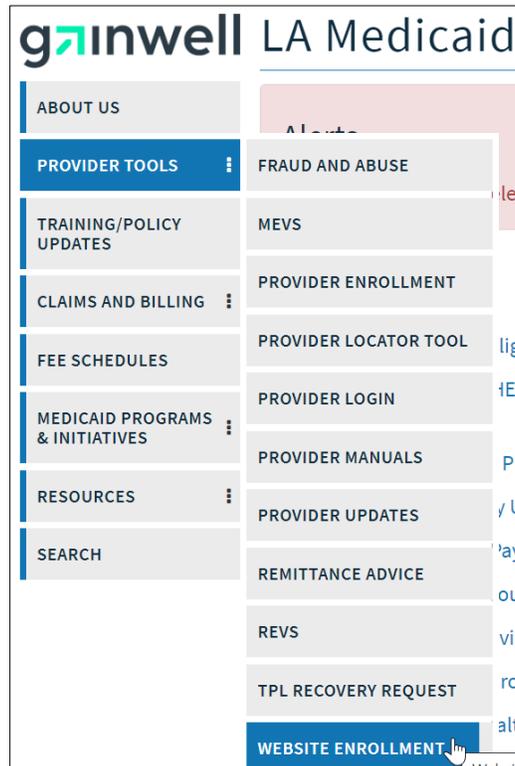
- 820 File Download
- Claims File Download
- Provider Registry
- Site Provider Registry
- Third Party Liability Entry
- Provider Rates Download
- Diagnosis Codes Requiring Pre-Certification
- PA and Pre-cert Transactions History
- CLIA File
- List of Providers

Note: All screenshots containing PHI have been blurred for use in this manual.

2.0 ACCESSING THE HEALTHY LOUISIANA APPLICATIONS

This section provides information on how to access the **Healthy Louisiana** applications via Provider Login. It includes instructions on how to establish an online account with Louisiana Medicaid and complete the Login ID and password process.

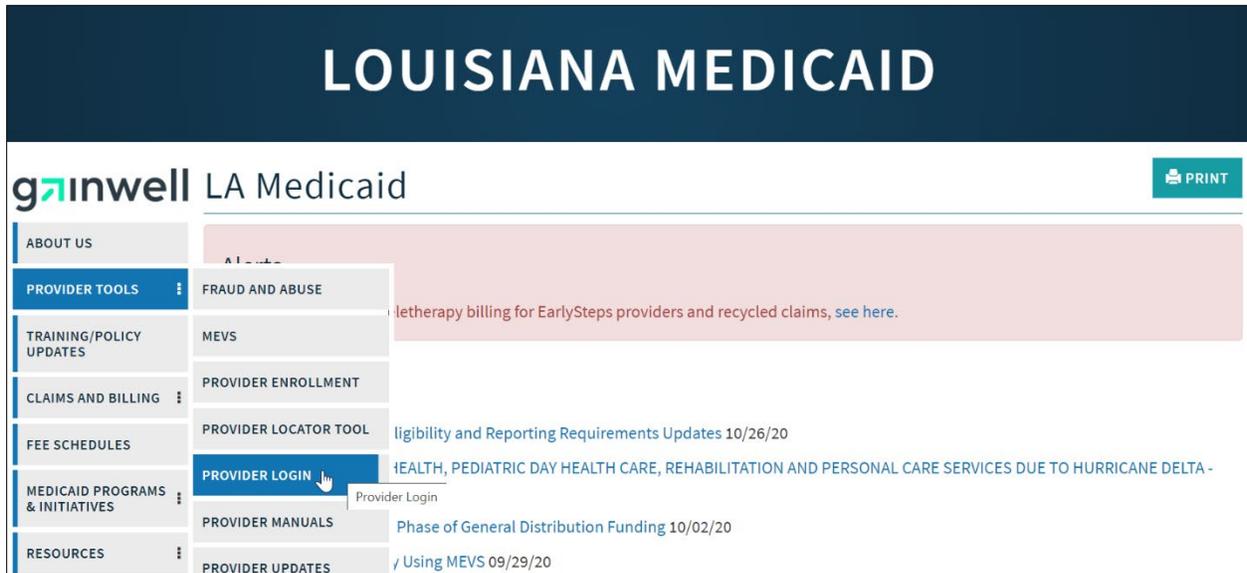
The Louisiana Department of Health (LDH) determines who is an authorized user defining all user access capabilities. Directions for establishing a valid online provider account are available on the Louisiana Medicaid website at www.lamedicaid.com under the **Website Enrollment** link located under **Provider Tools** on the left side of the main menu.



Providers who are experiencing difficulty in establishing an account or with the application may contact the Gainwell Technologies **Technical Support Desk at 1-877-598-8753**, Monday – Friday 8:00 a.m. – 5:00 p.m. CT or request support by e-mailing lamedicaid@gainwelltechnologies.com.

In order to access the **Healthy Louisiana** applications, or any other secure application, users must navigate through the Provider Login section of the Louisiana Medicaid web site.

Open a web browser and enter the URL for Louisiana Medicaid at www.lamedicaid.com. Click the **Provider Login** link under **Provider Tools** on the left side of the main menu to continue.



At the Provider Login screen, users may read through the Notice to Users. In order to continue, users must enter their 10-digit National Provider Identifier (NPI) or 7-Digit Medicaid Provider ID in the field provided and enter the characters from the CAPTCHA image before clicking the **Next** button.

LOUISIANA MEDICAID

You are here : Louisiana Medicaid > Provider Login



Provider Login

[PRINT](#)

[Help](#)

Please enter your 10-digit National Provider Identifier (NPI) or 7-Digit Medicaid Provider ID

Note: Non-FFS Behavioral Health Providers should use their NPI to login.

For security purposes, please enter the characters from the CAPTCHA image



NOTICE TO USERS

This is Louisiana's Medicaid information and is the property of Gainwell Technologies and Louisiana Department of Health. It is for authorized use only. **Users (authorized or unauthorized) have no explicit or implicit expectation of privacy.**

Any or all uses of this website and all files on this system may be intercepted, monitored, recorded, copied, audited, inspected, and disclosed to authorized site, Louisiana Department of Health, and law enforcement personnel, as well as authorized officials of other agencies, both domestic and foreign. **By using this system, the user consents to such interception, monitoring, recording, copying, auditing, inspection, and disclosure at the discretion of authorized site or Louisiana Department of Health.**

Unauthorized or improper use of this website may result in administrative disciplinary action and civil and criminal penalties. **By continuing to access this website you indicate your awareness of and consent to these terms and conditions of use. LOG OFF IMMEDIATELY if you do not agree to the conditions stated in this warning.**

[NEXT](#)

At the User Login screen, users must input their Login ID and Password before clicking the **Next** button to continue.

Note: Login ID and Password are case sensitive.

LOUISIANA MEDICAID

You are here : LAMedicaid.com

User Login

Please enter your Restricted Applications' Login ID and Password.
Remember the Login ID and Password are case sensitive.

Login ID

Password

Need help?

- [Forgot Your Login ID?](#)
- [Forgot Your Password?](#)
- [Forgot login ID and Password?](#)

PREVIOUS **NEXT** ←

Users will be directed to the Provider Applications page where they can access their authorized applications.

You are here : LAMedicaid.com

Provider Applications PRINT

The application(s) listed below are for authorized use only. Click on an application link to access the application.

Provider Applications

- LAMEDICAID.COM Fact Sheet

Claim Check

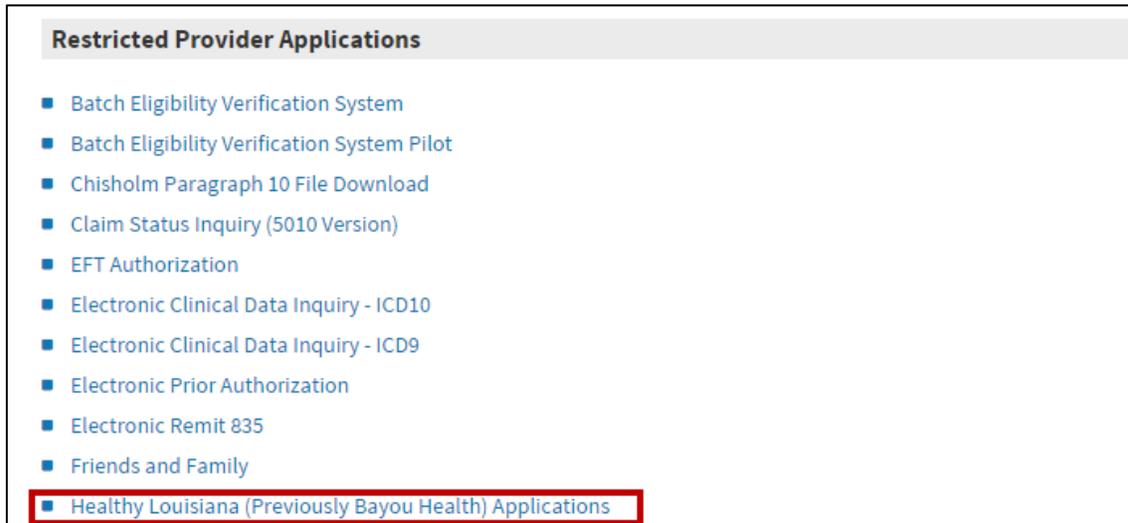
- Clear Claim Connection

Restricted Provider Applications

- Batch Eligibility Verification System
- Batch Eligibility Verification System Pilot
- Claim Status Inquiry (5010 Version)
- EFT Authorization
- Electronic Clinical Data Inquiry - ICD10
- Electronic Clinical Data Inquiry - ICD9
- Electronic Prior Authorization
- Electronic Remit 835
- Friends and Family
- Healthy Louisiana (Previously Bayou Health) Applications
- Medicaid Eligibility Verification System
- National Provider Identifier
- NPI Legacy Search
- Online 1099
- OSS Checks
- PA Requests for Case Managers
- PACE 820 Report System
- Prescriber Practices and Diabetes Management Admin
- Provider Locator Information
- SMO Applications
- Submitter Claims Denied All 9
- Submitter Contact Information
- Submitter Linked Providers
- Weekly Remittance Advices

The Provider Applications Area screen is displayed. Click the **Healthy Louisiana (Previously Bayou Health) Applications** hyperlink to continue.

Provider Applications Area Screen



Note: The list of applications shown here is comprehensive; therefore you may not see as many options on the Provider Applications page.

The Healthy Louisiana Applications screen will be displayed. and you may select from the list as shown below..

Healthy Louisiana Applications Screen



New Functionality

Please note that with the new redesign, backwards navigation throughout any application can be done by clicking on the breadcrumb trail located on the blue ribbon at the top of any screen.

Users also have access to a **Print** screen button located on the top right hand corner of every screen.



3.0 USING THE HEALTHY LOUISIANA APPLICATIONS

This section of the User Manual presents information on navigating through the 10 Healthy Louisiana applications:

- 820 File Download
- Claims File Download
- Provider Registry
- Site Provider Registry
- Third Party Liability Entry
- Provider Rates Download
- Diagnosis Codes Requiring Pre-Certification
- PA and Pre-cert Transactions History
- CLIA File
- List of Providers

Healthy Louisiana Applications Screen

LOUISIANA MEDICAID

You are here : Louisiana Medicaid > My Applications > Healthy Louisiana Applications

gwinwell Healthy Louisiana Applications PRINT

Options

- 820 File Download
- Claims File Download
- Provider Registry Upload
- Registry Edit Rpts
- Site Registry Upload
- Site Registry Edit Rpts
- TPL Record Entry
- TPL Record Search
- Provider Rates Download
- Diagnosis Codes
- PA Transactions History
- CLIA File
- List of Providers

My Account

- My Profile
- My Applications
- Logout
- Help

Provider ID 1209996

Provider Name LDH MGMT/DXC TECH PBM STAFF

- 820 File Download
- Claims File Download
- Provider Registry
 - Provider Registry Upload
 - Provider Registry Weekly Edit/Update Reports (MW-W-06)
- Site Provider Registry
 - Site Registry Upload
 - Weekly Site Registry Edit/Update Reports (MW-W-08)
- Third Party Liability Entry
 - TPL Record Entry
 - TPL Record Search
- Provider Rates Download
- Diagnosis Codes Requiring Pre-Certification
- PA and Pre-cert Transactions History
- CLIA File
- List of Providers

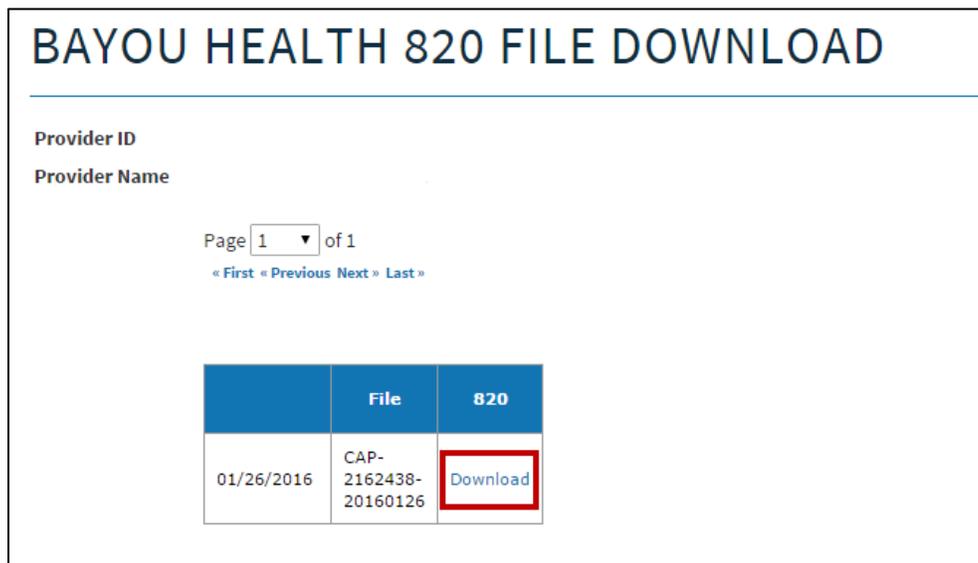
3.1 820 File Download

The 820 File Download application enables Healthy Louisiana Providers to view and download Provider Remittance Files in the HIPAA X12N 820 standard format. These files are updated on a monthly basis. To access the 820 File Download application, click **820 File Download** from the Healthy Louisiana Applications screen.



The 820 File Download screen displays Provider ID and Provider Name as well as the total number of available files for viewing/download. Users may navigate through pages of multiple records via the drop down box or links provided. The 820 files are listed in order by Remittance Date. To view/download a file, click the **Download** link located under the 820 column.

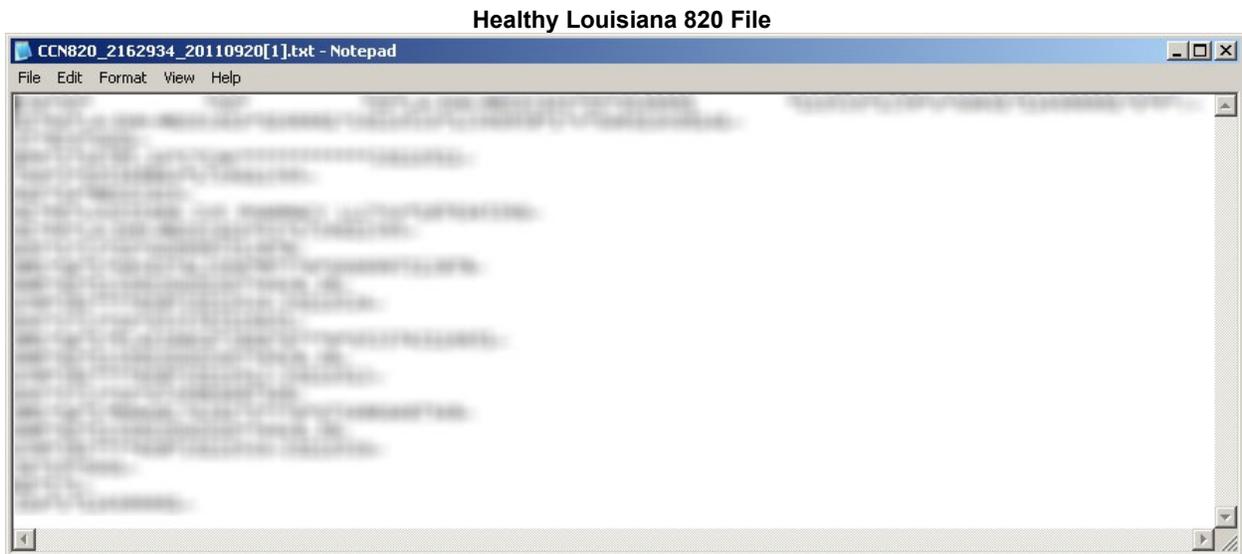
BAYOU HEALTH 820 File Download Screen



Click **Open** to view the 820 file or **Save** to save it to the computer.



The 820 file is displayed as a .txt file and opens in notepad.

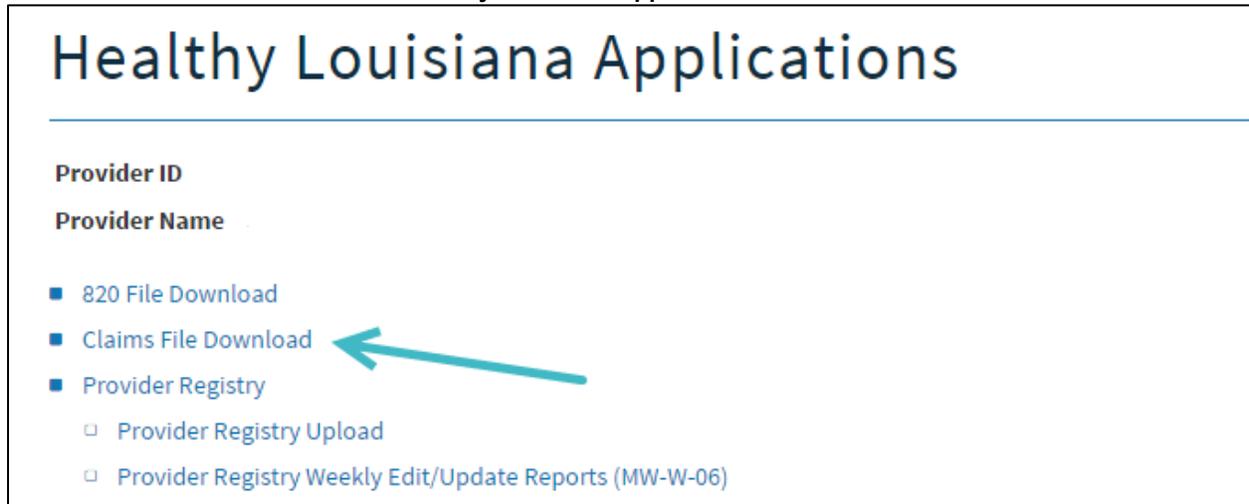


3.2 Claims File Download

The Claims File Download application enables Healthy Louisiana Providers to view and download weekly claims extract data. These files are updated on a weekly basis (Wednesday before midnight).

To access the Claims File Download application, click **Claims File Download** from the Healthy Louisiana Applications screen.

Healthy Louisiana Applications Screen



The Claims File Download screen displays Provider ID and Provider Name as well as the total number of available files for viewing/download. Users may navigate through pages of multiple records via the drop down box or links provided. The Claims file extracts are listed in order by Remittance Date. To view/download a file, click the **Download** link associated with the record.

Healthy Louisiana Claims File Download Screen

BAYOU HEALTH CLAIMS FILE DOWNLOAD

Provider ID
Provider Name

Page 1 of 5
« First « Previous Next » Last »

	File	
04/07/2015	CCN-W-001	Download
04/07/2015	CCN-W-005	Download
04/07/2015	CCN-W-010	Download
04/14/2015	CCN-W-001	Download
04/14/2015	CCN-W-005	Download
04/14/2015	CCN-W-010	Download
04/21/2015	CCN-W-001	Download
04/21/2015	CCN-W-005	Download
04/21/2015	CCN-W-010	Download
04/28/2015	CCN-W-001	Download

Legend:

Report	Description
001	Claim Summary
005	Denial/Exceptions Summary
010	Claims Detail

There are 3 types of Claims extracts as noted by the legend on the BAYOU HEALTH Claims File Download:

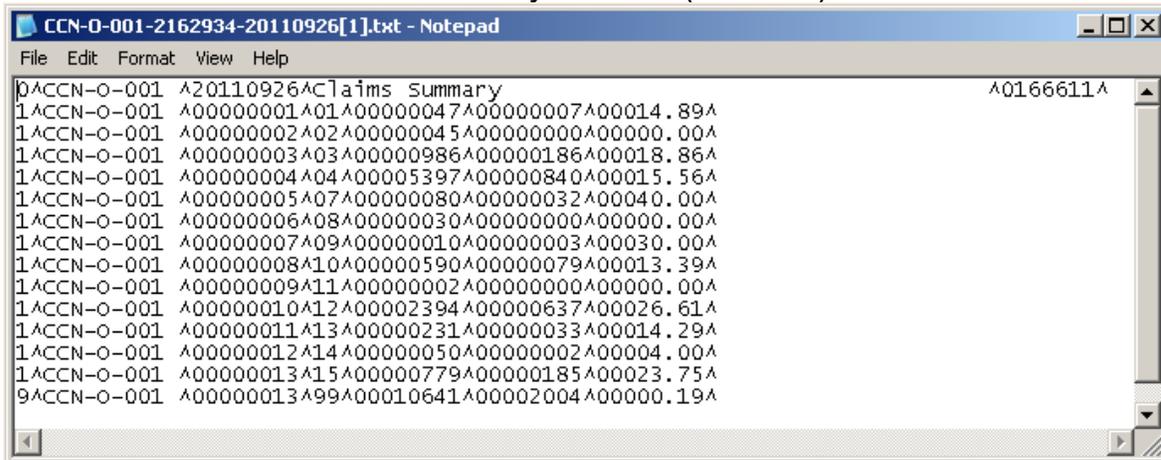
- Claims Summary (CCN-O-001)
- Denial/Exceptions Summary (CCN-O-005)
- Claims Detail (CCN-O-010)

Click **Open** to view the Claims File extract or **Save** to save it to the computer.

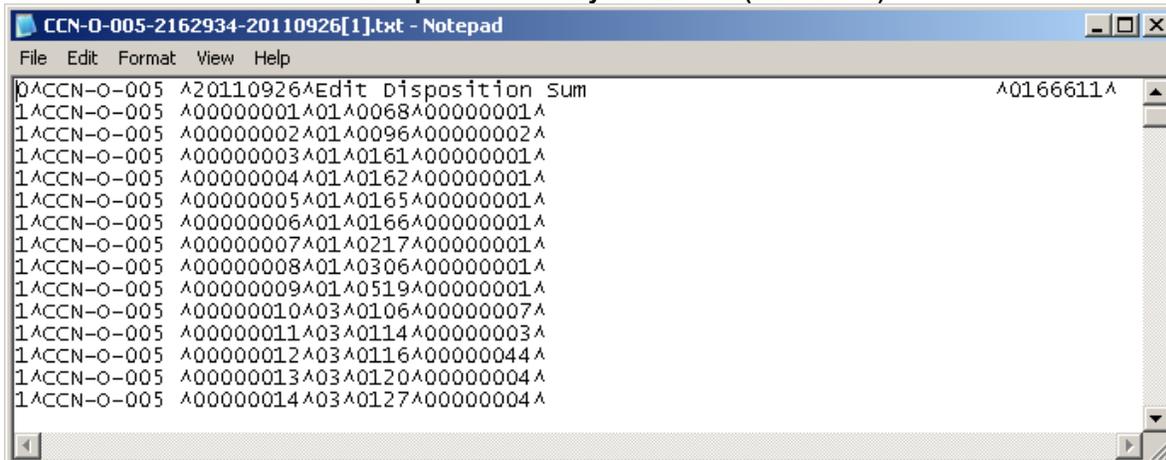


The files are displayed as a .txt file and opens in notepad.

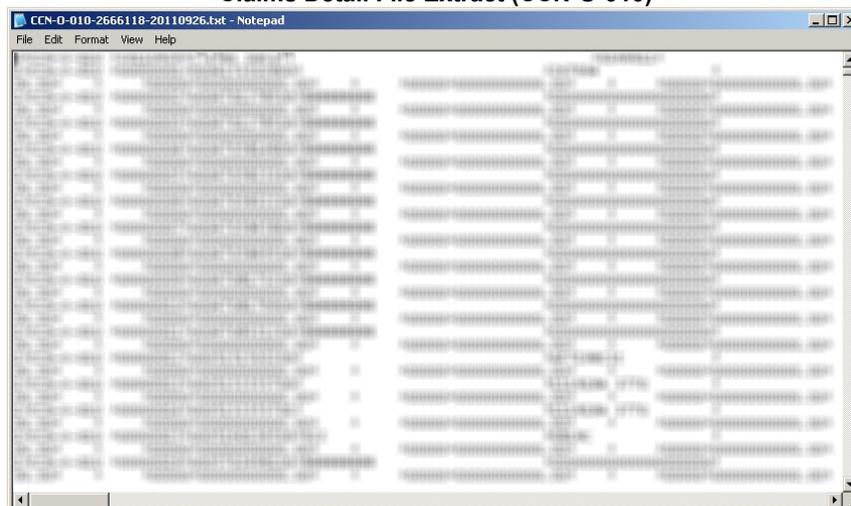
Claims Summary File Extract (CCN-O-001)



Denial/Exceptions Summary File Extract (CCN-O-005)



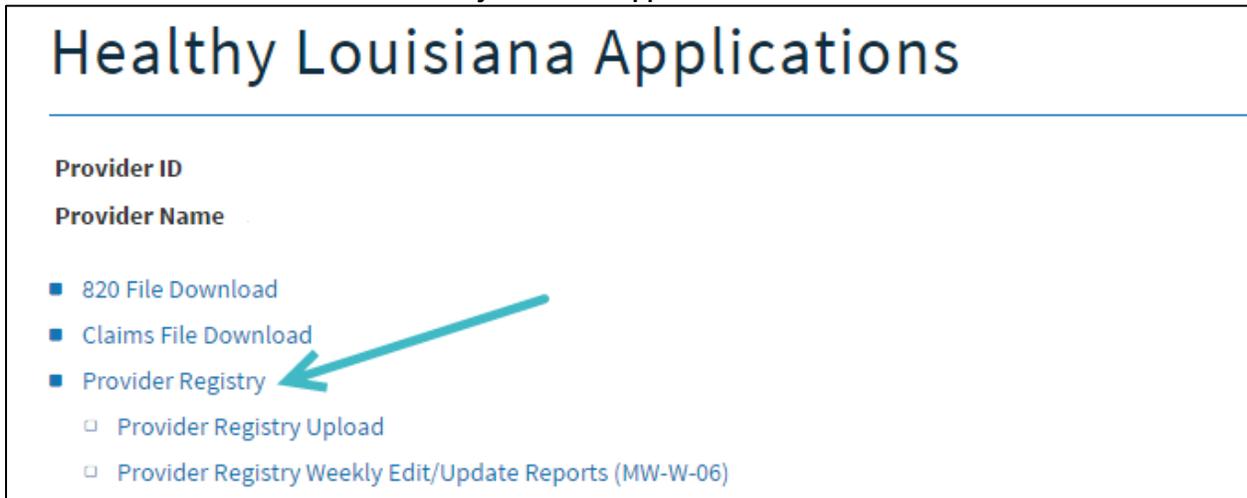
Claims Detail File Extract (CCN-O-010)



3.3 Provider Registry

The Provider Registry application enables CCN Providers to upload only their Provider Registry files, as well as view/download CCN Provider Registry Weekly Edit/Update Reports. Provider Registry files are updated on a weekly basis (Friday night before midnight). To access the Provider Registry application, click **Provider Registry** from the Healthy Louisiana Applications screen.

Healthy Louisiana Applications Screen



The Provider Registry screen displays Provider ID and Provider Name. Providers may either upload a Provider Registry file or view/download Provider Registry Weekly Edit/Update reports.

CCN Provider Registry Screen



3.3.1 CCN HEALTH Provider Registry Upload

To upload a Provider Registry file, click the **CCN Provider Registry Upload** link.

CCN Provider Registry Screen

Healthy Louisiana Provider Registry

Provider ID

Provider Name

- CCN Provider Registry Upload
- CCN Provider Registry Weekly Edit/Update Reports (MW-W-06)

Click the **Browse** button.

CCN Provider Registry Upload Screen

Healthy Louisiana Provider Registry Upload PRINT

Provider ID 1209996

Provider Name LDH MGMT/DXC TECH PBM STAFF

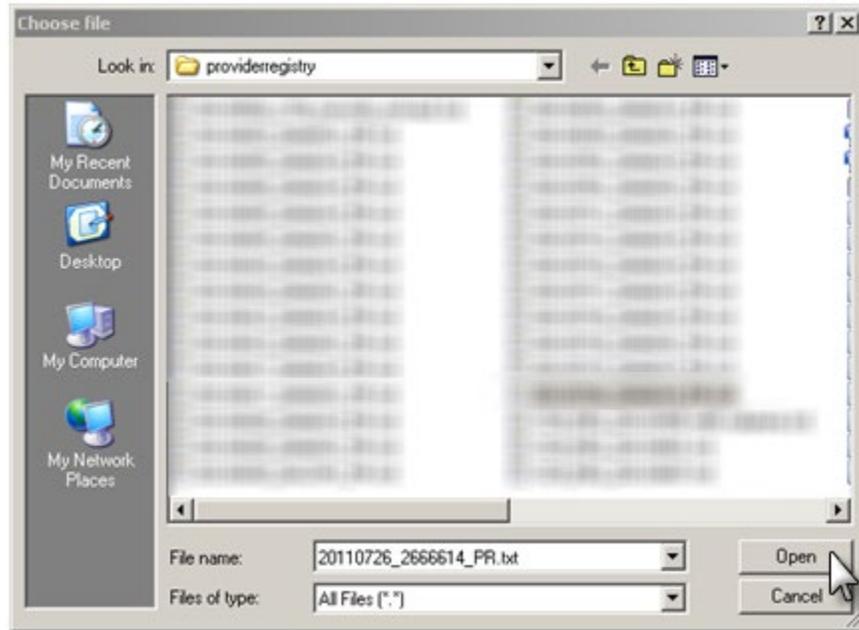
Filename:

Note: Please name your file in the following manner:

YYYYMMDD_NNNNNNN_PR.txt

where **YYYYMMDD** is the date of the submission (YMD format), and **NNNNNNN** is your assigned Medicaid Provider ID.

Select the Provider Registry file to upload, and then click **Open**.



Click **Transmit File to Gainwell Technologies** to upload the Provider Registry file or **Cancel Transmission** to cancel the operation.

TRANSMIT FILE TO GAINWELL TECHNOLOGIES

CANCEL TRANSMISSION

Note: Please name your file in the following manner:

YYYYMMDD_NNNNNNN_PR.txt

where **YYYYMMDD** is the date of the submission (YMD format), and **NNNNNNN** is your assigned Medicaid Provider ID.

Note: All files must be named in the following manner **YYYYMMDD_NNNNNNN_PR.txt** where **YYYYMMDD** is the date of the submission (YMD format), and **NNNNNNN** is the assigned Medicaid Provider ID followed by the “**_PR.txt**” suffix.

Upon successful upload, users receive the following message: “Your submitted file has been received.” This is followed by the name of the Provider Registry file uploaded.

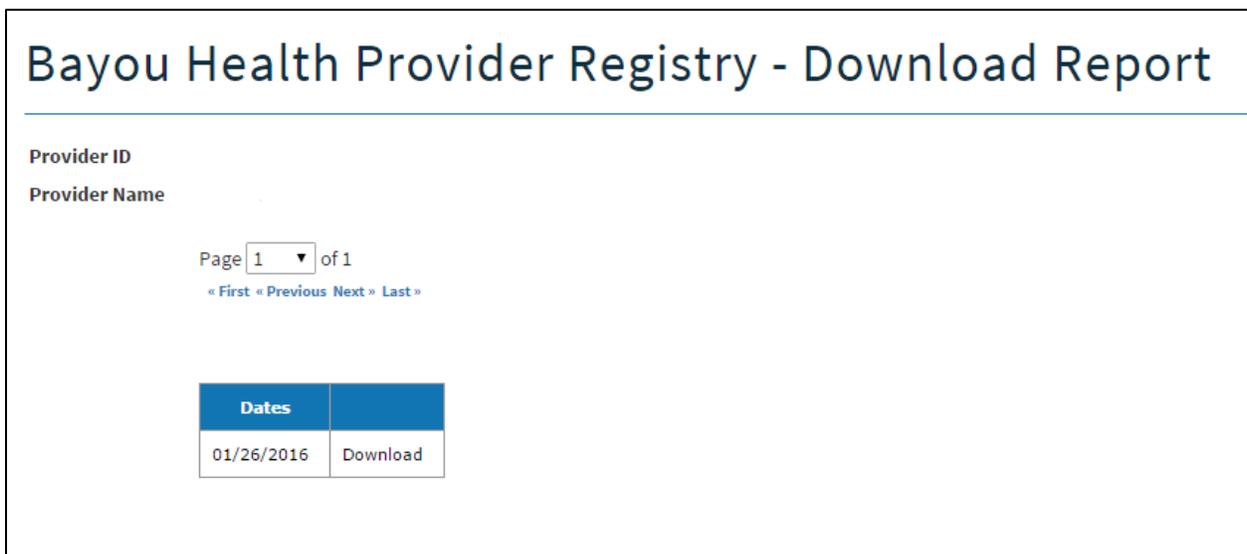
3.3.2 CCN Provider Registry Weekly Edit/Update Reports

To View/Download a Healthy Louisiana Provider Registry Weekly Edit/Update report click the **CCN Provider Registry Weekly Edit/Update Reports (MW-W-06)** link.

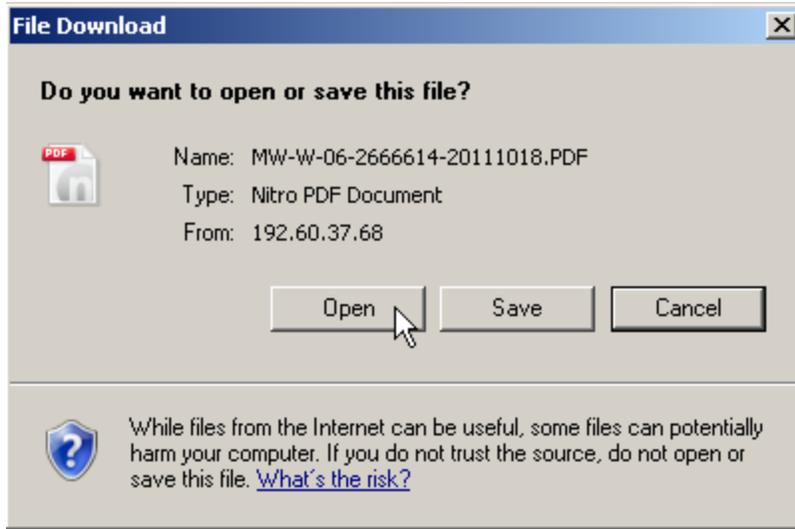
CCN Provider Registry Screen



CCN Provider Registry Weekly Edit/Update Reports screen displays Provider ID and Provider Name as well as the total number of available files for viewing/download. Users may navigate through pages of multiple records via the drop down box or links provided. The Provider Registry reports are listed in order by Date. To view/download a report, click the **Download** link associated with the Date.



Click **Open** to view the Provider Registry report or **Save** to save it to the computer.



The Provider Registry report is displayed as a .pdf file.

Provider Registry Weekly Edit/Update Report

Report: MW-W-06 State of Louisiana RUN DATE: 20111122 1
 Department of Health and Hospitals
 Bureau of Health Services Financing
 BAYOU HEALTH Plan
 Report MW-W-06: Weekly Provider Registry Edit/Update Report

R_CCN_ID=2162438

RECORD TYPE	PROV ID	NPI	NAME	TAXONOMY 1	ASSIGNED MEDICAID ID	ACC REJ	ERR1	ERR2	ERR3	ERR4	ERR5	ERR6	ERR7	ERR8	ERR9	ERR10
N	1059684	XXXXXXXXXX	JAMES L. CHRISTOPHER M.D.	XXXXXXXXXX	0000000	R 028	000	000	000	000	000	000	000	000	000	000
N	1059684	XXXXXXXXXX	JAMES L. CHRISTOPHER M.D.	XXXXXXXXXX	0000000	R 021	028	000	000	000	000	000	000	000	000	000
N	1062138	XXXXXXXXXX	GEORGE D. SAGERA M.D.	XXXXXXXXXX	0000000	R 028	000	000	000	000	000	000	000	000	000	000
N	1062138	XXXXXXXXXX	GEORGE D. SAGERA M.D.	XXXXXXXXXX	0000000	R 021	028	000	000	000	000	000	000	000	000	000
N	1062138	XXXXXXXXXX	GEORGE D. SAGERA M.D.	XXXXXXXXXX	0000000	R 021	028	000	000	000	000	000	000	000	000	000
N	1003930	XXXXXXXXXX	ARCHIE F. BREAZEALE M.D.	XXXXXXXXXX	0000000	R 004	000	000	000	000	000	000	000	000	000	000
N	1003930	XXXXXXXXXX	ARCHIE F. BREAZEALE M.D.	XXXXXXXXXX	0000000	R 021	004	000	000	000	000	000	000	000	000	000
N	1009130	XXXXXXXXXX	DONALD A. PAVY M.D.	XXXXXXXXXX	0000000	R 028	000	000	000	000	000	000	000	000	000	000
N	1009130	XXXXXXXXXX	DONALD A. PAVY M.D.	XXXXXXXXXX	0000000	R 021	028	000	000	000	000	000	000	000	000	000

Report: MW-W-06 State of Louisiana RUN DATE: 20111122 25
 Department of Health and Hospitals
 Bureau of Health Services Financing
 BAYOU HEALTH Plan
 Report MW-W-06: Weekly Provider Registry Edit/Update Report

Error Codes (A=Accepted, R=Rejected):

- 000*(A) No errors found
- 001*(R) Missing/Invalid NPI (not 10 digits)
- 002*(R) Missing/Invalid Entity Type (must be 1 or 2)
- 003*(R) Provider record must include taxonomy
- 004*(R) Missing required information (name, address, contact name, etc.)
- 005*(R) Missing/Invalid provider type or specialty
- 006*(R) Invalid provider sub-specialty (if one is submitted and it is not a valid value)
- 007*(R) Missing/Invalid enrollment indicator (must be N, C, or D)
- 008*(R) Missing/Invalid enrollment effective date
- 009*(R) Invalid panel open indicator value (must be Y, N)
- 010*(R) Invalid Language indicator value (must be 0,1,2,3,4,5. 1st indicator cannot be 0)
- 011*(R) Invalid Age Restriction indicator value (must be 0,1,2)
- 012*(R) Invalid PCP Linkage Maximum value (must be numeric or zeros)
- 013*(R) Invalid PCP Linkage BAYOU HEALTH value (must be numeric or zeros)
- 014*(R) Invalid PCP Linkage Other value (must be numeric or zeros)
- 015*(R) Invalid Family-Only indicator value (must be 0,1)
- 016*(R) Missing BAYOU HEALTH Contract Name or Number (found only spaces)
- 017*(R) Missing/Invalid BAYOU HEALTH Contract begin date
- 018*(R) Missing/Invalid BAYOU HEALTH Contract termination date
- 019*(R) Missing provider parish (at least 1 must be submitted)
- 020*(R) Invalid provider parish value (for a submitted value)
- 021*(R) Duplicate NPI records found. Only first one in the file is accepted
- 022*(R) Medicaid Provider ID (Other Provider Identifier) is not found on MMIS Provider File
- 023*(R) Missing/Invalid NPDES Exam Date
- 024*(R) Missing/Invalid Provider License Data
- 025*(A) NPI not found on MMIS Provider Enrollment File
- 026*(R) BAYOU HEALTH provider not found on MMIS Provider Enrollment File
- 027*(R) Unable to assign a Medicaid provider... too many collisions
- 028*(R) Enrollment Ind*N (new), but provider already exists on registry
- 029*(R) Enrollment Ind*C or D, but provider does not exist on registry
- 030*(R) Invalid taxonomy format (Special characters not allowed)
- 031*(R) Missing Replacement NPI for an atypical provider
- 032*(R) Shared Plan providers must be actively enrolled in LA Medicaid
- 033*(R) Shared Plan Fiscal Agent-Waiver, EDI Billing Agent and Prescribing Only providers not allowed
- 034*(R) Shared Plan Other Provider Type or Specialty does not match MMIS enrollment file
- 035*(A) Non-Par Contractor

3.4 Site Provider Registry

The Provider Site Registry application enables Healthy Louisiana Providers to upload only their Provider Site Registry files as well as view/download Healthy Louisiana Provider Site Registry Weekly Edit/Update Reports. Provider Site Registry files are updated on a weekly basis (Friday night before midnight). To access the Provider Site Registry application, click **Site Provider Registry** from the Healthy Louisiana Applications screen.

Healthy Louisiana Applications Screen



The Bayou Health Provider Site Registry screen displays Provider ID and Provider Name. Providers may either upload a Provider Site Registry file or view/download Weekly Provider Site Registry Edit/Update reports.

Bayou Health Provider Site Registry Screen



3.4.1 Bayou Health Provider Site Registry Upload

To upload a Provider Site Registry file, click the **CCN Provider Site Registry Upload** link.

Bayou Louisiana Provider Site Registry Screen

Bayou Health Provider Site Registry

Provider ID

Provider Name

- BAYOU HEALTH Provider Site Registry Upload
- BAYOU HEALTH Weekly Provider Site Registry Edit/Update Reports (MW-W-08)

Click the **Choose File** button.

Bayou Health Provider Site Registry Upload Screen

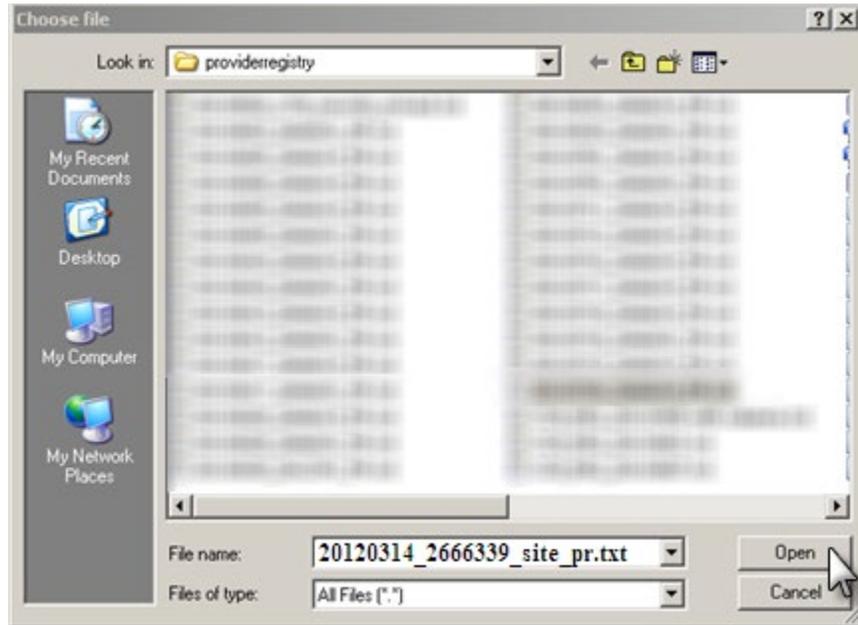
Filename:

Note: Please name your file in the following manner:

YYYYMMDD_NNNNNN_PR.txt

where **YYYYMMDD** is the date of the submission (YMD format), and **NNNNNN** is your assigned Medicaid Provider ID.

Select the Provider Site Registry file to upload, and then click **Open**.



Click **Transmit File to Gainwell Technologies** to upload the Provider Site Registry file or **Cancel Transmission** to cancel the operation.

Filename:

TRANSMIT FILE TO GAINWELL TECHNOLOGIES

CANCEL TRANSMISSION

Note: Please name your file in the following manner:

YYYYMMDD_NNNNNNNN_PR.txt

where **YYYYMMDD** is the date of the submission (YMD format), and **NNNNNNNN** is your assigned Medicaid Provider ID.

Note: All files must be named in the following manner **YYYYMMDD_NNNNNNNN_Site_PR.txt** where **YYYYMMDD** is the date of the submission (YMD format), and **NNNNNNNN** is the assigned Medicaid Provider ID followed by the “**_Site_PR.txt**” suffix.

Upon successful upload, users receive the following message: “Your submitted file has been received.” This is followed by the name of the Provider Site Registry file uploaded.

3.4.2 Bayou Health Weekly Provider Site Registry Edit/Update Reports

To View/Download a Healthy Louisiana Weekly Provider Site Registry Edit/Update report click the **CCN Provider Registry Weekly Edit/Update Reports (MW-W-06)** link.

Healthy Louisiana Provider Registry Screen

Bayou Health Provider Site Registry

Provider ID
Provider Name

- BAYOU HEALTH Provider Site Registry Upload
- **BAYOU HEALTH Weekly Provider Site Registry Edit/Update Reports (MW-W-08)**

The BAYOU HEALTH Weekly Provider Site Registry Edit/Update Reports screen displays Provider ID and Provider Name as well as the total number of available files for viewing/download. Users may navigate through pages of multiple records via the drop down box or links provided. The Provider Site Registry reports are listed in order by Date. To view/download a report, click the **Download** link associated with the Date.

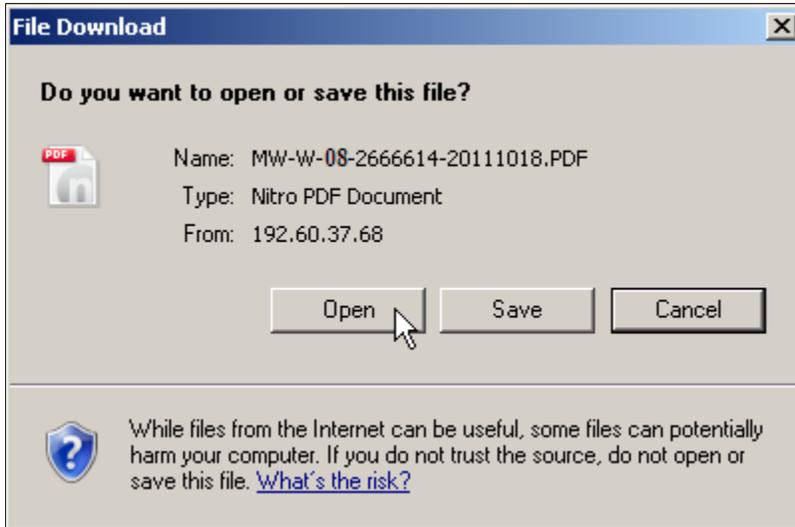
Bayou Health Provider Site Registry - Download Report

Provider ID
Provider Name

Page 1 of 1
« First « Previous Next » Last »

Dates	
01/26/2016	Download

Click **Open** to view the Weekly Provider Site Registry Edit/Update report or **Save** to save it to the computer.



The Weekly Provider Site Registry Edit/Update report is displayed as a .pdf file.

Weekly Provider Site Registry Edit/Update Report

Report: MW-W-08 State of Louisiana RUN DATE: 20120302 1
 Department of Health and Hospitals
 Bureau of Health Services Financing
 BAYOU HEALTH Plan
 Report MW-W-08: Weekly Provider Site Registry Edit/Update Report

----- S PLAN ID=2162519 -----

RECORD TYPE	NPI	NAME	TAXONOMY	SITE	ACC REJ	ERR1	ERR2	ERR3	ERR4	ERR5	ERR6	ERR7	ERR8	ERR9	ERR10
N	XXXXXXXXXX	JAMES K TREADWAY JR.	XXXXXXXXXX	000	R	014	022	000	000	000	000	000	000	000	000
N	XXXXXXXXXX	VICTORIA A MCGHEE-SMITH	XXXXXXXXXX	001	A	000	000	000	000	000	000	000	000	000	000
N	XXXXXXXXXX	Invalid Provider	XXXXXXXXXX	001	R	017	023	011	000	000	000	000	000	000	000

Report: MW-W-08 State of Louisiana RUN DATE: 20120302 2
 Department of Health and Hospitals
 Bureau of Health Services Financing
 BAYOU HEALTH Plan
 Report MW-W-08: Weekly Provider Site Registry Edit/Update Report

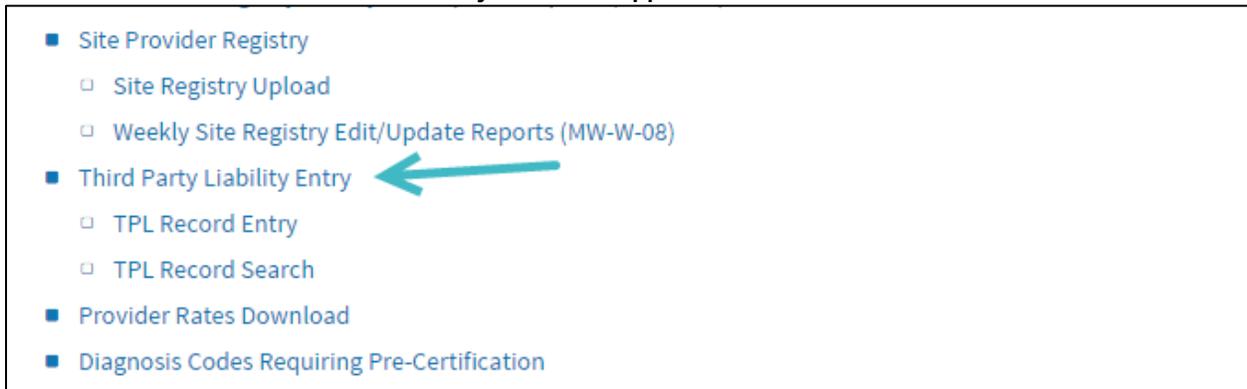
Error Codes (A=Accepted, R=Rejected):

- 000=(A) No errors found
- 001=(R) Missing/Invalid NPI (not 10 digits)
- 002=(R) Provider record must include taxonomy
- 003=(R) Missing required information (site number, name, address, phone, etc.)
- 004=(R) Only provider types 19, 20, 78, 92, 94, 72, 79, 87 allowed on site registry
- 005=(R) Missing/Invalid submission type (must be N, C, or D)
- 006=(R) Missing/Invalid submission date
- 007=(R) Invalid Accepting New Patients value (must be Y,N)
- 008=(R) Invalid PCP Indicator value (must be Y,N)
- 009=(R) Missing/Invalid effective begin date
- 010=(R) Missing/Invalid effective end date
- 011=(R) Missing provider site parish
- 012=(R) Invalid provider site parish value (for a submitted value)
- 013=(R) Duplicate NPI/site records found. Only first one in the file is accepted
- 014=(R) LMMS Provider ID not found on MMIS Provider File
- 015=(A) NPI not found on LMMS Provider Enrollment File
- 016=(R) BAYOU HEALTH Plan ID not found on LMMS Provider Enrollment File
- 017=(R) Provider does not exist on provider registry or was disenrolled
- 018=(R) Enrollment Ind=N (new), but provider already exists on site registry
- 019=(R) Enrollment Ind=C or D, but provider does not exist on site registry
- 020=(R) Invalid taxonomy format (Special characters not allowed)
- 021=(R) Same site practice address found on provider registry
- 022=(R) Site number cannot be 000 or 999
- 023=(R) Record format is not delimited or end-of-record indicator is missing/invalid

3.5 Third Party Liability Entry

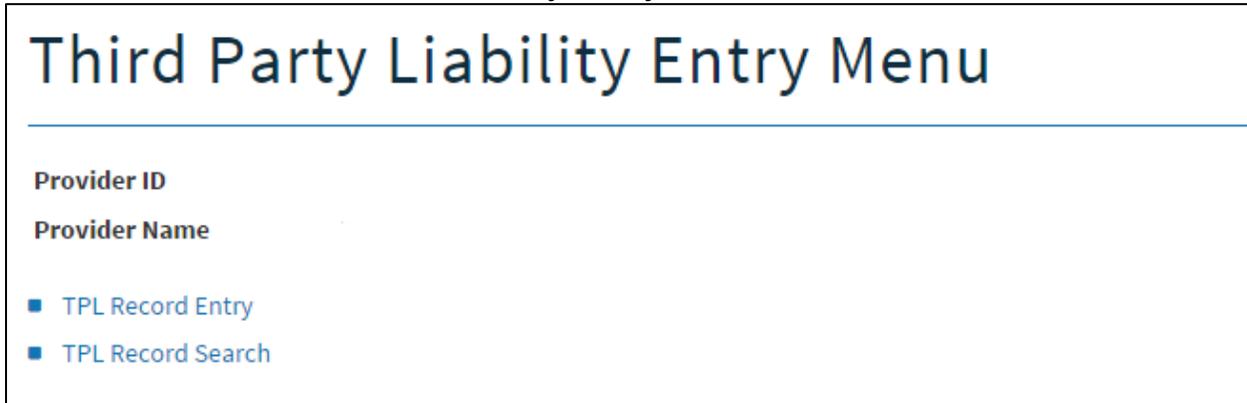
The Third Party Liability Entry application enables Healthy Louisiana Providers to enter and submit Third Party Liability (TPL) information for a Recipient as well as search for TPL information on a Recipient. TPL information is extracted on a weekly basis (Friday night before midnight). To access the Third Party Liability Entry application, click **Third Party Liability Entry** from the Healthy Louisiana Applications screen.

Healthy Louisiana Applications Screen



The Third Party Liability Menu enables user access to the TPL Record Entry screen or TPL Record Search screen.

Third Party Liability Menu Screen



3.5.1 TPL Record Entry

To enter and submit Third Party Liability information for a Recipient, click the **TPL Record Entry** link on the Third Party Liability Menu screen.

Third Party Liability Menu Screen

Third Party Liability Entry Menu

Provider ID

Provider Name

- TPL Record Entry
- TPL Record Search

The Third Party Liability Entry screen enables Providers to search for a Recipient via Recipient ID and Recipient Date of Birth.

Third Party Liability Entry Screen

Third Party Liability Record Display

Provider ID
Provider Name
 Date of Submission: 10/17/2011 9:29:00 AM Provider Medicaid ID:
 Provider Name: Phone #:

Submission Status:
 General TPL Update
 Awaiting claim processing with updated TPL
 Pharmacy awaiting TPL update to fulfill prescription

Recipient Information:		(Optional)
Patient Last Name: <input type="text"/>	Parish of Residence: <input type="text"/>	Employer Name: <input type="text"/>
Patient First Name: <input type="text"/>	Date of Birth: <input type="text"/>	Employer Street: <input type="text"/>
Patient Middle Initial: <input type="text"/>		Employer City: <input type="text"/>
Medicaid ID #: <input type="text"/>		Employer State: <input type="text"/>
Carrier Code: <input type="text"/>		Employer Zip: <input type="text"/>

Please update the patient's medical file by the following insurance:

Insurance Name: <input type="text"/>	Street: <input type="text"/>
City: <input type="text"/>	State: <input type="text"/>
ZIP: <input type="text"/>	

Policy Holder Information: (Optional)	Policy Information:	Agent Information: (Optional)
Policy Holder SSN: <input type="text"/>	Policy #: <input type="text"/>	Agent Name: <input type="text"/>
Policy Holder Last Name: <input type="text"/>	Group #: <input type="text"/>	Agent Phone #: <input type="text"/>
Policy Holder First Name: <input type="text"/>	Coverage Eff. Date: <input type="text"/>	Agent Street: <input type="text"/>
Policy Holder Middle Initial: <input type="text"/>	Coverage End Date: <input type="text"/>	Agent City: <input type="text"/>
Policy Holder DOB: <input type="text"/>	Scope of Coverage 1: <input type="text"/>	Agent State: <input type="text"/>
Policy Holder Street: <input type="text"/>	Scope of Coverage 2: <input type="text"/>	Agent Zip: <input type="text"/>
Policy Holder City: <input type="text"/>		
Policy Holder State: <input type="text"/>		
Policy Holder Zip: <input type="text"/>		

Users must first enter a 13-digit Recipient ID in the **Recipient ID** field followed by a Date of Birth (MM/DD/YYYY format) in the **Recipient DOB** field before clicking the **Find** button to search for a Recipient.

Third Party Liability Entry ?

Provider ID 2376985

Provider Name UNITED HEALTHCARE OF LOUISIAN

Please enter your 13-digit Recipient ID and Date of Birth into the text boxes below and click "Find". This will populate the recipient fields and allow you to enter in the remaining data necessary to submit the record. Please click "Submit" at the bottom of the screen once the form is completed. All fields are required unless otherwise noted.

Recipient ID:

Recipient DOB (mm/dd/yyyy):

After finding a Recipient, users must select a Carrier Code (via drop down menu) and fill in all required fields in the entry screen before completion. To submit the information, click **Submit**.

Date of Submission: Provider Medicaid ID:

Provider Name: Phone #:

Submission Status:

- General TPL Update
- Awaiting claim processing with updated TPL
- Pharmacy awaiting TPL update to fulfill prescription

Recipient Information:

Patient Last Name: Parish of Residence:

Patient First Name: Date of Birth (mm/dd/yyyy):

Patient Middle Initial:

Medicaid ID #:

Carrier Code:

Please update the patient's medical file by **ADDING** the following insurance:

Insurance Name: Street:

City:

State:

ZIP:

(Optional)

Employer Name:

Employer Street:

Employer City:

Employer State:

Employer Zip:

Policy Holder Information (Optional)

Policy Holder SSN:

Policy Holder Last Name:

Policy Holder First Name:

Policy Holder Middle Initial (Optional):

Policy Holder DOB (mm/dd/yyyy):

Policy Holder Street:

Policy Holder City:

Policy Holder State:

Policy Holder Zip:

Policy Information

Policy #:

Group # (Optional):

Coverage Eff. Date (mm/dd/yyyy):

Coverage End Date (mm/dd/yyyy):

Scope of Coverage 1:

Scope of Coverage 2:

Agent Information (Optional)

Agent Name:

Agent Phone #:

Agent Street:

Agent City:

Agent State:

Agent Zip:

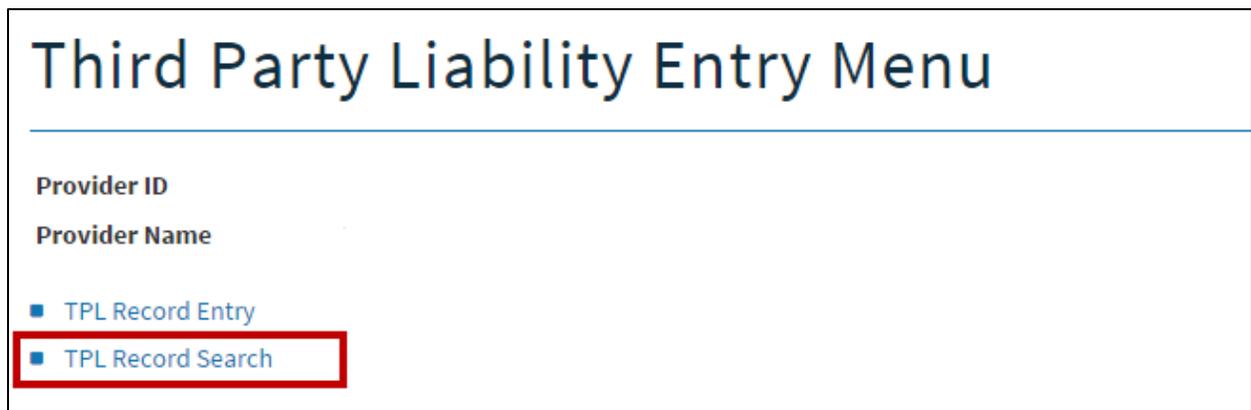
Users will receive confirmation after successful submission.



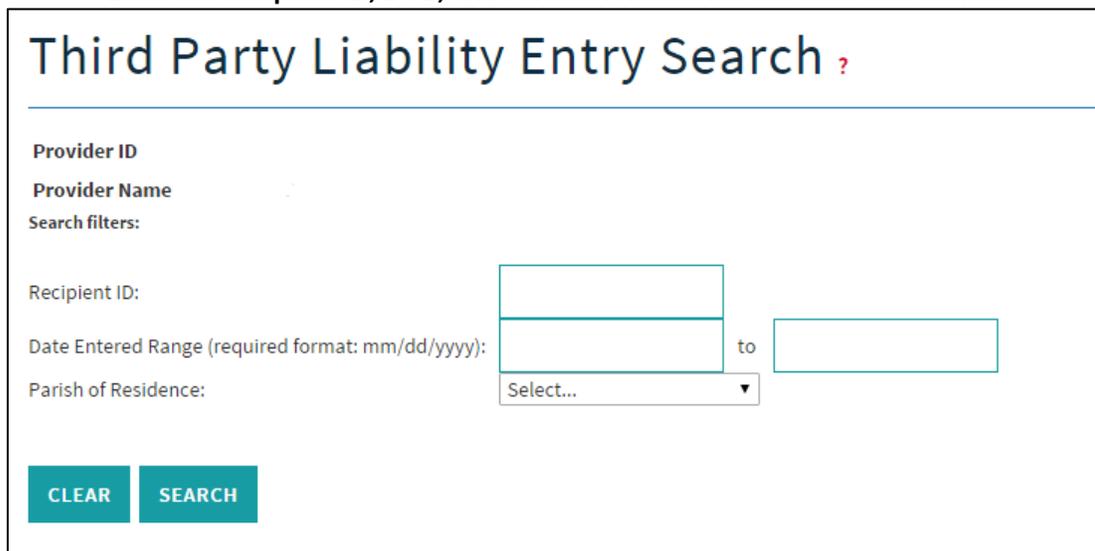
3.5.2 TPL Record Search

To search Third Party Liability information for a Recipient, click the **TPL Record Search** link on the Third Party Liability Menu screen.

Click on TPL Record Entry to access the entry screen.



Enter the **Recipient ID, DOB, and Parish of Residence** and then click **Search**.



The list of policies is displayed at the bottom of the page.

View Record	Record ID	Medicaid ID	Last Name	First Name	DOB	Parish	TPL Insurance Name	Policy Holder Last Name	Policy Holder First Name	Date Entered	Date Exported
View	16	000000000000000000	SMITH	JANE	01/11/2008	07	ACBL MEDICARE SUPP-200817	JANE	JANE	10/17/2011	01/22/2016
View	16	000000000000000000	SMITH	JANE	01/11/2008	07	None	None	None	07/09/2016	01/27/2016
View	16	000000000000000000	SMITH	JANE	01/11/2008	07	None	None	None	07/09/2016	01/27/2016

To view the complete record click the **View** hyperlink in the leftmost column.

View Record	Record ID	Medicaid ID	Last Name	First Name	DOB	Parish	TPL Insurance Name	Policy Holder Last Name	Policy Holder First Name	Date Entered	Date Exported
View	16	000000000000000000	SMITH	JANE	01/11/2008	07	ACBL MEDICARE SUPP-200817	JANE	JANE	10/17/2011	01/22/2016
View	16	000000000000000000	SMITH	JANE	01/11/2008	07	None	None	None	07/09/2016	01/27/2016
View	16	000000000000000000	SMITH	JANE	01/11/2008	07	None	None	None	07/09/2016	01/27/2016

Third Party Liability Record Display

Provider ID
Provider Name: [Text Field]
Date of Submission: 10/17/2011 9:29:00 AM **Provider Medicaid ID:** [Text Field]
Provider Name: [Text Field] **Phone #:** [Text Field]

Submission Status:
 General TPL Update
 Awaiting claim processing with updated TPL
 Pharmacy awaiting TPL update to fulfill prescription

Recipient Information:
Patient Last Name: [Text Field] **Parish of Residence:** [Text Field]
Patient First Name: [Text Field] **Date of Birth:** [Text Field]
Patient Middle Initial: [Text Field]
Medicaid ID #: [Text Field]

Carrier Code: [Text Field]

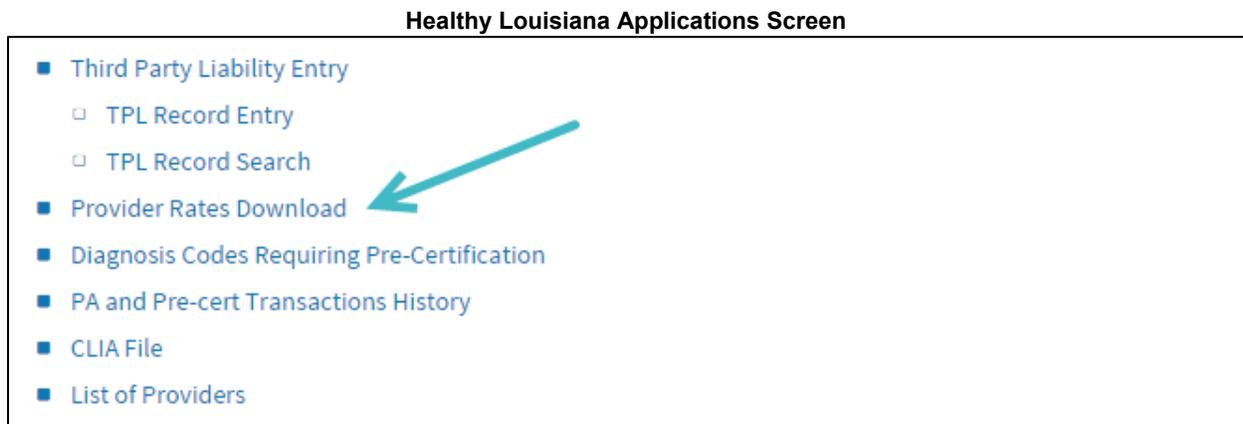
(Optional)
Employer Name: [Text Field]
Employer Street: [Text Field]
Employer City: [Text Field]
Employer State: [Text Field]
Employer Zip: [Text Field]

Please update the patient's medical file by the following insurance:
Insurance Name: [Text Field] **Street:** [Text Field]
City: [Text Field]
State: [Text Field]
ZIP: [Text Field]

Policy Holder Information: <i>(Optional)</i>	Policy Information:	Agent Information: <i>(Optional)</i>
Policy Holder SSN: [Text Field]	Policy #: [Text Field]	Agent Name: [Text Field]
Policy Holder Last Name: [Text Field]	Group #: [Text Field]	Agent Phone #: [Text Field]
Policy Holder First Name: [Text Field]	Coverage Eff. Date: [Text Field]	Agent Street: [Text Field]
Policy Holder Middle Initial: [Text Field]	Coverage End Date: [Text Field]	Agent City: [Text Field]
Policy Holder DOB: [Text Field]	Scope of Coverage 1: [Text Field]	Agent State: [Text Field]
Policy Holder Street: [Text Field]	Scope of Coverage 2: [Text Field]	Agent Zip: [Text Field]
Policy Holder City: [Text Field]		
Policy Holder State: [Text Field]		
Policy Holder Zip: [Text Field]		

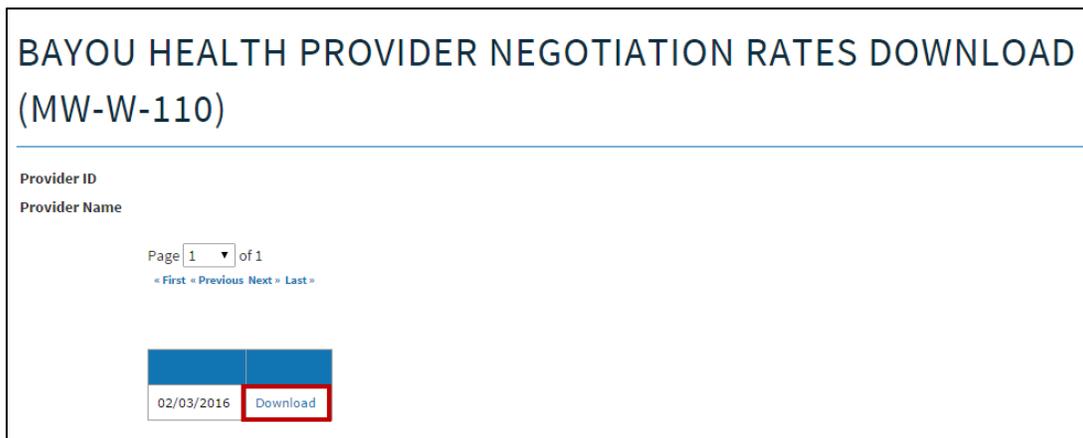
3.6 Provider Rates Download

The Provider Rates Download application enables Healthy Louisiana Providers to view and download Provider Rate files. These files are updated on a monthly basis. To access the Provider Rates Download application, click **Provider Rates Download** from the Healthy Louisiana Applications screen.

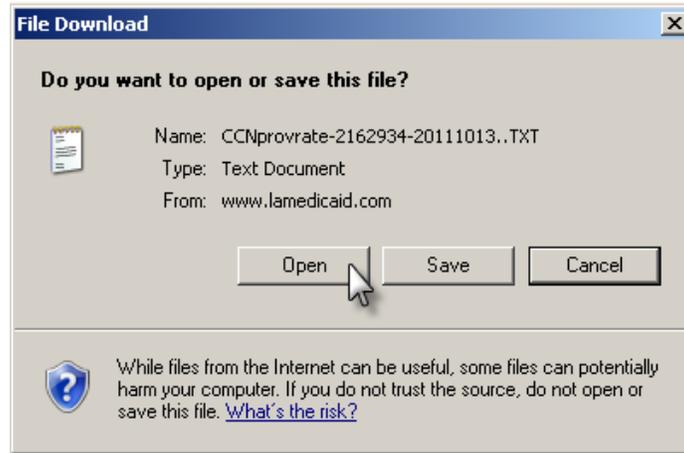


The Provider Rates Download screen displays Provider ID and Provider Name as well as the total number of available files for viewing/download. Users may navigate through pages of multiple records via the drop down box or links provided. The Provider Rates files are listed in order by Date. To view/download a file, click the **Download** link associated with the Date.

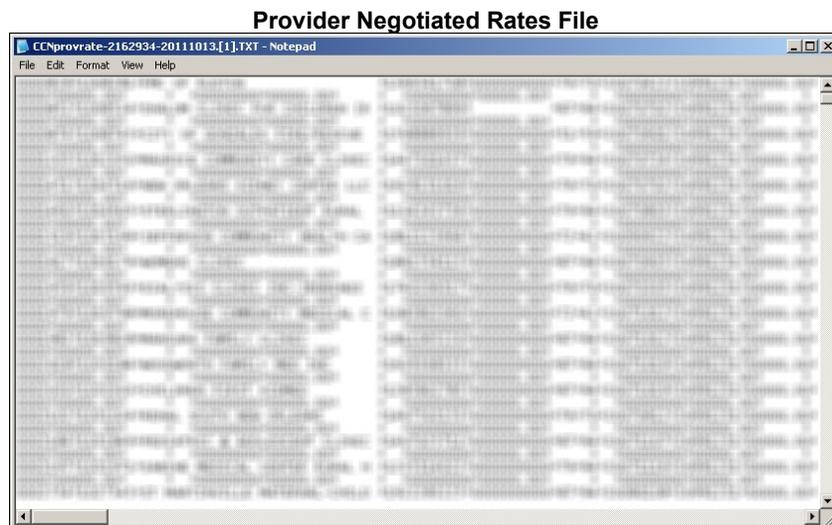
BAYOU HEALTH Provider Rates Download Screen



Click **Open** to view the Provider Rates report or **Save** to save it to the computer.



The Provider Rates file is displayed as a .txt file and opens in notepad.

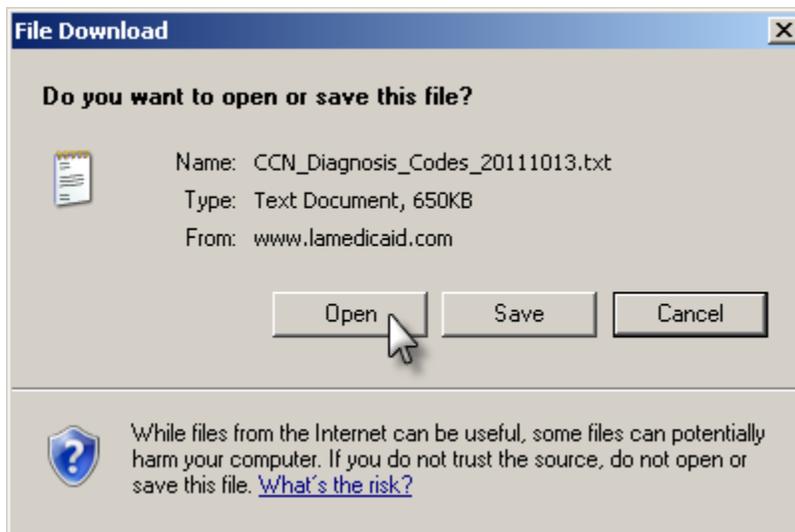


3.7 Diagnosis Codes Requiring Pre-Certification

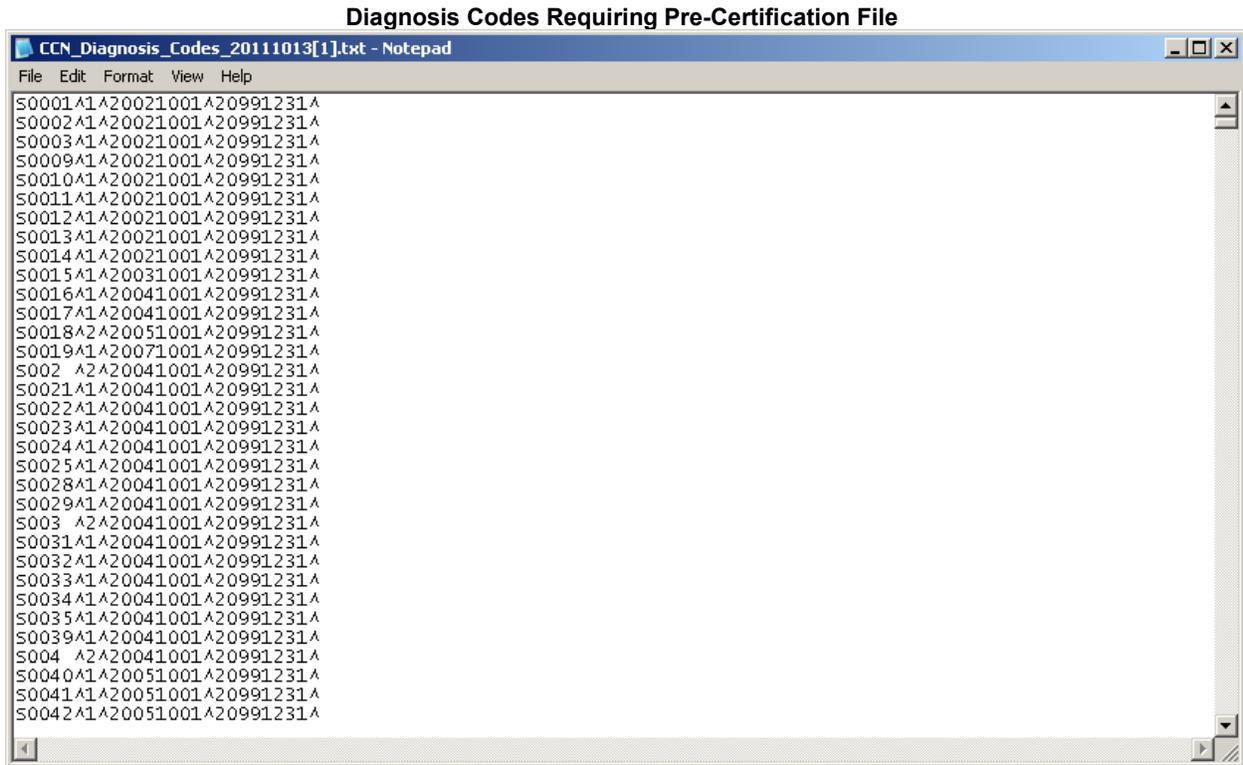
The Diagnosis Codes Requiring Pre-Certification file enables Healthy Louisiana Providers to view and download the Diagnosis Codes Requiring Pre-Certification file. This file is updated on a monthly basis. To access this file, click **Diagnosis Codes Requiring Pre-Certification** from the Healthy Louisiana Applications screen.



Click **Open** to view the Diagnosis Codes Requiring Pre-Certification file or **Save** to save it to the computer.



The Diagnosis Codes Requiring Pre-Certification file is displayed as a .txt file and opens in notepad.



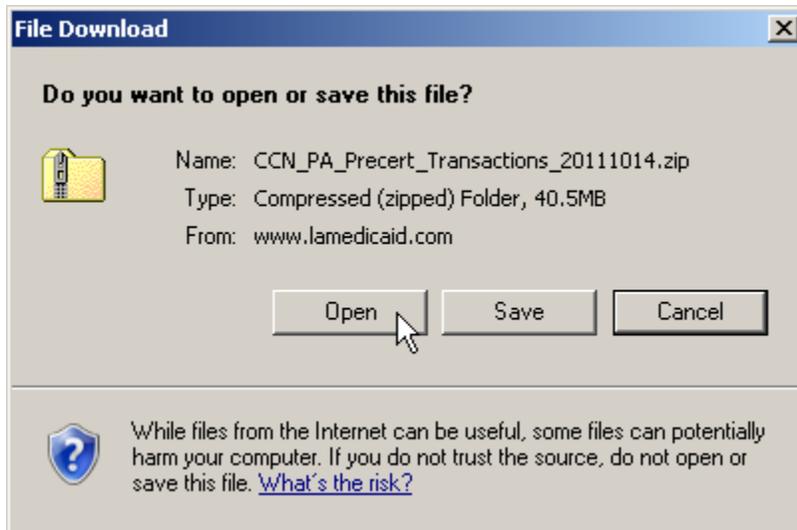
3.8 PA and Pre-cert Transactions History

The PA and Pre-cert Transactions History file enables Healthy Louisiana Providers to view and download the PA and Pre-cert Transactions History file. This file is updated on a weekly basis. To access this file, click **PA and Pre-cert Transactions History** from the Healthy Louisiana Applications screen.

Healthy Louisiana Applications Screen

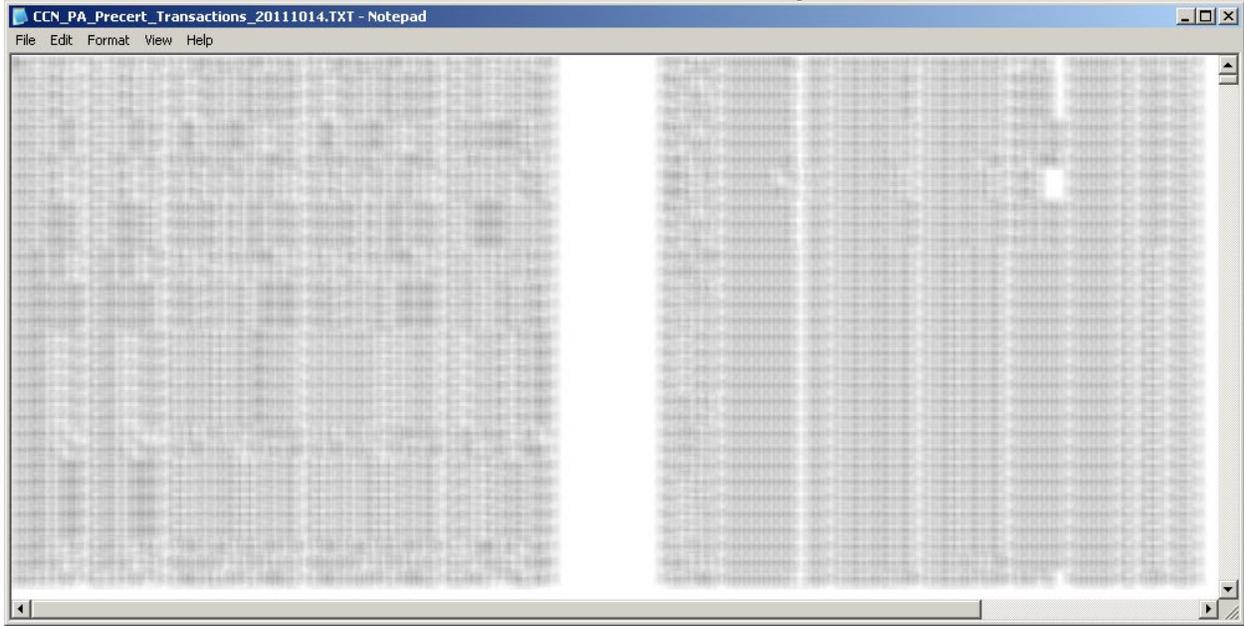


Click **Open** to view the PA and Pre-cert Transactions History file or **Save** to save it to the computer.



The PA and Pre-cert Transactions History file is displayed as a .txt file and opens in notepad.

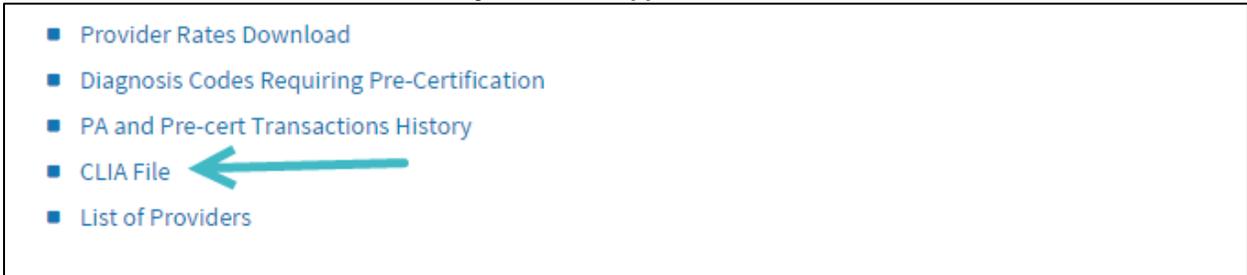
PA and Pre-cert Transactions History File



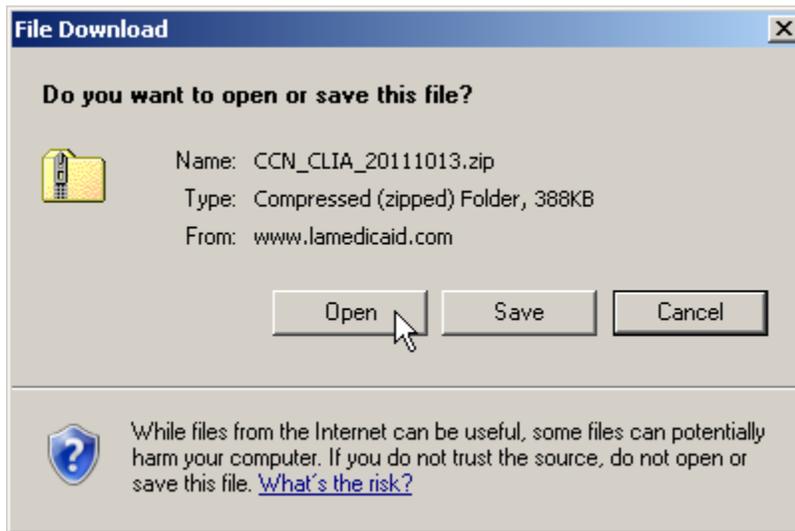
3.9 CLIA File

The Clinical Laboratory Improvements Amendment (CLIA) file enables Healthy Louisiana Providers to view and download the CLIA file. This file is updated on an annual basis (October). To access this file, click **CLIA** from the Healthy Louisiana Applications screen.

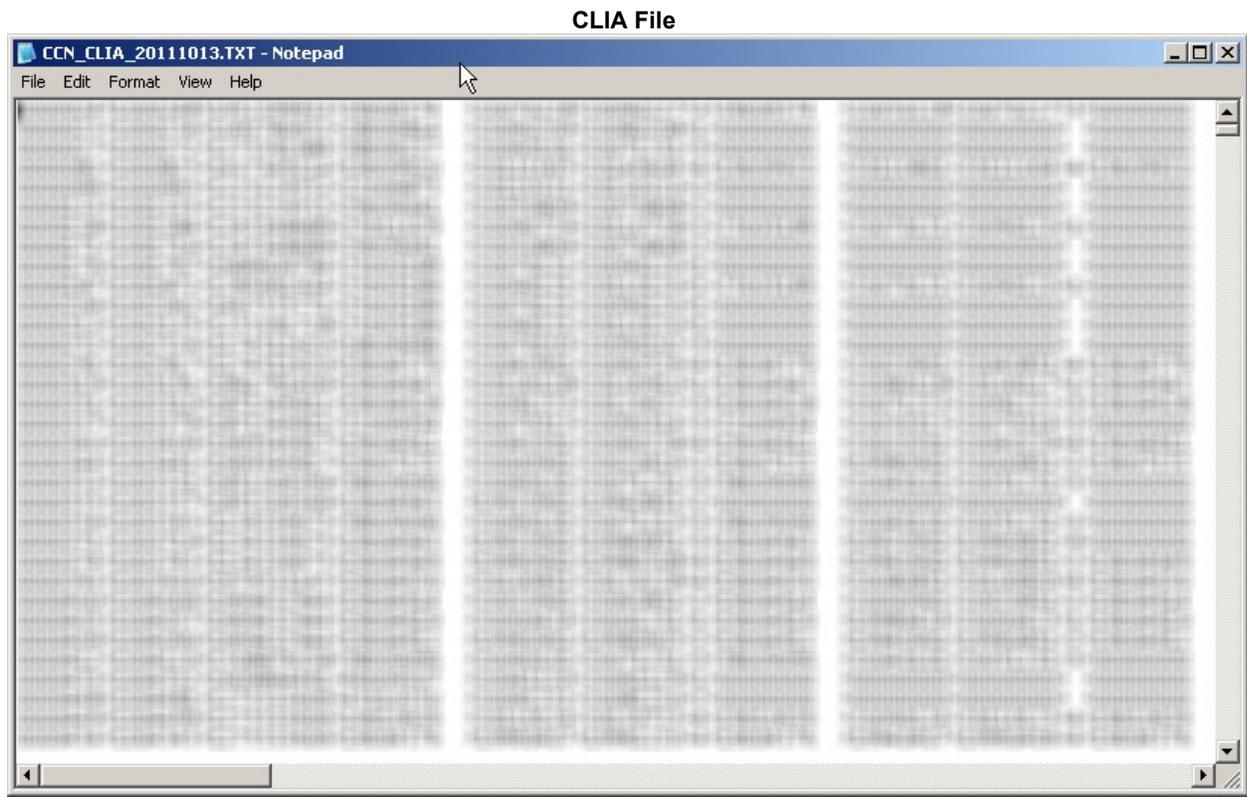
Healthy Louisiana Applications Screen



Click **Open** to view the CLIA file or **Save** to save it to the computer.



The CLIA file is displayed as a .txt file and opens in notepad.



3.10 List of Providers

The List of Providers file enables Healthy Louisiana Providers to view and download the Healthy Louisiana List of Providers file. This file is updated on a weekly basis. To access this file, click **List of Providers** from the Healthy Louisiana Applications screen.

Healthy Louisiana Applications Screen



Click **Open** to view the List of Providers file or **Save** to save it to the computer.



The List of Providers file is displayed as a .txt file and opens in notepad.

List of Providers File

