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CHAPTER 7: COMMUNITY CHOICES WAIVER

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## APPENDIX D: CLAIMS RELATED INFORMATION

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**CLAIMS RELATED INFORMATION**

Hard copy billing of waiver services are billed on the paper CMS-1500 (02/12) claim form or electronically on the 837P Professional transaction. Instructions in this appendix are for completing the CMS-1500; however, the same information is required when billing claims electronically. Items to be completed are listed as **required**, **situational** or **optional**.

**Required** information must be entered in order for the claim to process. Claims submitted with missing or invalid information in these fields will be returned unprocessed to the provider with a rejection letter listing the reason(s) the claims are being returned, or denied through the system. These claims cannot be processed until corrected and resubmitted by the provider.

**Situational** information may be required, but only in certain circumstances as detailed in the instructions that follow.

Paper claims should be submitted to:

Gainwell Technologies  
P.O. Box 91020  
Baton Rouge, LA 70821

**NOTE:** Electronic claims submission is the preferred method for billing. (See the EDI Specifications located on the Louisiana Medicaid web site at [www.lamedicaid.com](http://www.lamedicaid.com), directory link “HIPAA Information Center, sub-link “5010v of the Electronic Transactions” – 837P Professional Guide.)

This appendix includes the following:

- Instructions for completing a CMS 1500 claim form and samples of completed CMS-1500 claim forms; and
- Instructions for adjusting/voiding a claim and samples of adjusted CMS 1500 claim forms.

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CMS 1500 (02/12) INSTRUCTIONS FOR  
HOME AND COMMUNITY – BASED WAIVER SERVICES

Locator #	Description	Instructions	Alerts
1	Medicare / Medicaid / Tricare / Champva / Group Health Plan / Feca Blk Lung	<b>Required</b> -- Enter an "X" in the box marked Medicaid (Medicaid #).	You must write "WAIVER" at the top center of the Louisiana Medicaid claim form.
1a	Insured's ID Number	<b>Required</b> – Enter the beneficiary's 13-digit Medicaid I.D. number exactly as it appears when checking recipient eligibility through MEVS, eMEVS, or REVS.  <b>NOTE:</b> The beneficiary's 13-digit Medicaid ID number must be used to bill claims. The CCN number from the plastic ID card is <b>NOT</b> acceptable. The ID number must match the beneficiary's name in Block 2.	
2	Patient's Name	<b>Required</b> – Enter the beneficiary's last name, first name, middle initial.	
3	Patient's Birth Date  Sex	<b>Situational</b> – Enter the beneficiary's date of birth using six digits (MM DD YY). If there is only one digit in this field, precede that digit with a zero (for example, 01 02 07).  Enter an "X" in the appropriate box to show the sex of the beneficiary.	
4	Insured's Name	<b>Situational</b> – Complete correctly if the beneficiary has other insurance; otherwise, leave blank.	
5	Patient's Address	<b>Optional</b> – Print the beneficiary's permanent address.	
6	Patient Relationship to Insured	<b>Situational</b> – Complete if appropriate or leave blank.	
7	Insured's Address	<b>Situational</b> – Complete if appropriate or leave blank.	
8	Reserved for NUCC Use	<b>Leave Blank</b>	
9	Other Insured's Name	<b>Situational</b> – Complete if appropriate or leave blank.	

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Locator #	Description	Instructions	Alerts
9a	Other Insured's Policy or Group Number	<p><b>Situational</b> – If beneficiary has no other coverage, leave blank.</p> <p>If there is other commercial insurance coverage, the state assigned 6-digit TPL carrier code is <b>required</b> in this block. The carrier code is indicated on the Medicaid Eligibility verification (MEVS) response as the Network Provider Identification Number.</p> <p>Make sure the EOB or EOBs from other insurance(s) are attached to the claim.</p>	ONLY the 6-digit code should be entered in this field. DO NOT enter dashes, hyphens, or the word TPL in the field.
9b	Reserved for NUCC	Leave Blank.	
9c	Reserved for NUCC	Leave Blank.	
9d	Insurance Plan Name or Program Name	<b>Situational</b> – Complete if appropriate or leave blank.	
10	Is Patient's Condition Related To:	<b>Situational</b> – Complete if appropriate or leave blank.	
11	Insured's Policy Group or FECA Number	<b>Situational</b> – Complete if appropriate or leave blank.	
11a	Insured's Date of Birth Sex	<b>Situational</b> – Complete if appropriate or leave blank.	
11b	Other Claim ID (Designated by NUCC)	Leave Blank.	
11c	Insurance Plan Name or Program Name	<b>Situational</b> – Complete if appropriate or leave blank.	
11d	Is There Another Health Benefit Plan?	<b>Situational</b> – Complete if appropriate or leave blank.	
12	Patient's or Authorized Person's Signature (Release of Records)	<b>Situational</b> – Complete if appropriate or leave blank.	
13	Insured's or Authorized Person's Signature (Payment)	<b>Situational</b> – Obtain signature if appropriate or leave blank.	

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Locator #	Description	Instructions	Alerts
14	Date of Current Illness / Injury / Pregnancy	Optional.	
15	Other Date	Leave Blank.	
16	Dates Patient Unable to Work in Current Occupation	Optional.	
17	Name of Referring Provider or Other Source	Situational – Complete if applicable.	For LA Medicaid “Other Source” is defined as the ordering provider or referring provider.  Any provider entered as an ordering or a referring provider must be enrolled with LA Medicaid.
17a	Other ID#	Situational – Complete if applicable.	
17b	NPI#	Situational – If 17 or 17a is completed, this field is required.	
18	Hospitalization Dates Related to Current Services	Optional.	
19	Additional Claim Information (Designated by NUCC)	Leave Blank.	
20	Outside Lab? \$Charges	Optional.	

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Locator #	Description	Instructions	Alerts
21	ICD Indicator  Diagnosis or Nature of Illness or Injury	<p><b>Required</b> – Enter the applicable ICD indicator to identify which version of ICD coding is being reported between the vertical, dotted lines in the upper right-hand portion of the field.</p> <p>0 ICD-10-CM</p> <p><b>Required</b> – Enter the most current ICD diagnosis code.</p> <p><b>NOTE:</b> ICD-10 external cause of injury diagnosis codes V, W, X, and Y will be acceptable as non-primary diagnosis codes.</p>	The most specific diagnosis codes must be used. General codes are not acceptable.
22	Resubmission Code and/or Original Reference Number	<p><b>Situational.</b> If filing an adjustment or void, enter an “A” for an adjustment or a “V” for a void as appropriate AND one of the appropriate reason codes for the adjustment or void in the “Code” portion of this field.</p> <p>Enter the internal control number from the paid claim line as it appears on the remittance advice in the “Original Ref. No.” portion of this field.</p> <p>Appropriate reason codes follow:</p> <p><u>Adjustments</u>  01 = Third Party Liability Recovery  02 = Provider Correction  03 = Fiscal Agent Error  90 = State Office Use Only – Recovery  99 = Other</p> <p><u>Voids</u>  10 = Claim Paid for Wrong Beneficiary  11 = Claim Paid for Wrong Provider  00 = Other</p>	To adjust or void more than one claim line on a claim, a separate form is required for each claim line since each line has a different internal control number.
23	Prior Authorization (PA) Number	<b>Required</b> – Enter the 9-Digit PA number in this field.	
24	Supplemental Information	<b>Situational.</b>	

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Locator #	Description	Instructions	Alerts
24A	Date(s) of Service	<b>Required</b> -- Enter the date of service for each procedure.  Either six-digit (MM DD YY) or eight digit (MM DD YYYY) format is acceptable.	
24B	Place of Service	<b>Required</b> -- Enter the appropriate place of service code for the services rendered.	
24C	EMG	<b>Leave Blank.</b>	
24D	Procedures, Services, or Supplies	<b>Required</b> -- Enter the procedure code(s) for services rendered in the un-shaded area(s).  If a modifier(s) is required, enter the appropriate modifier in the correct field.	
24E	Diagnosis Pointer	<b>Required</b> -- Indicate the most appropriate diagnosis for each procedure by entering the appropriate reference letter ("A", "B", etc.) in this block.  More than one diagnosis/reference number may be related to a single procedure code.	
24F	\$Charges	<b>Required</b> -- Enter usual and customary charges for the service rendered.	
24G	Days or Units	<b>Required</b> -- Enter the number of units billed for the procedure code entered on the same line in 24D	
24H	EPSDT Family Plan	<b>Situational</b> -- Leave blank or enter a "Y" if services were performed as a result of an EPSDT referral.	
24I	ID Qualifier	<b>Optional.</b> If possible, leave blank for Louisiana Medicaid billing.	
24J	Rendering Provider I.D. #	<b>Situational</b> -- If appropriate, entering the Rendering Provider's 7-digit Medicaid Provider Number in the shaded portion of the block is <b>required</b> . Entering the Rendering Provider's NPI in the non-shaded portion of the block is <b>required</b> when the seven-digit provider number is entered in the shaded portion.	In instances where the billing provider is required to link attending providers of services, entering the attending provider Medicaid ID number is required.
25	Federal Tax I.D. Number	<b>Optional.</b>	

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Locator #	Description	Instructions	Alerts
26	Patient's Account No.	<b>Situational</b> – Enter the provider specific identifier assigned to the beneficiary. This number will appear on the Remittance Advice (RA). It may consist of letters and/or numbers and may be a maximum of 20 characters.	
27	Accept Assignment?	<b>Optional.</b> Claim filing acknowledges acceptance of Medicaid assignment.	
28	Total Charge	<b>Required</b> – Enter the total of all charges listed on the claim.	
29	Amount Paid	<b>Situational</b> – If TPL applies and block 9A is completed, enter the amount paid by the primary payor (including any contracted adjustments). Enter '0' if the third party did not pay.  If TPL does not apply to the claim, leave blank.	
30	Reserved for NUCC use	<b>Leave Blank.</b>	
31	Signature of Physician or Supplier Including Degrees or Credentials  Date	<b>Optional</b> -- The practitioner or the practitioner's authorized representative's original signature is no longer required.  <b>Required</b> -- Enter the date of the signature.	
32	Service Facility Location Information	<b>Situational</b> – Complete as appropriate or leave blank.	
32a	NPI#	<b>Optional.</b>	
32b	Other ID#	<b>Situational</b> – Complete if appropriate or leave blank.	
33	Billing Provider Info & Phone #	<b>Required</b> -- Enter the provider name, address including zip code and telephone number.	
33a	NPI#	<b>Required</b> – Enter the billing provider's 10-digit NPI number.	The 10-digit NPI Number must appear on paper claims.
33b	Other ID#	<b>Required</b> – Enter the billing provider's seven-digit Medicaid ID number.  <b>ID Qualifier - Optional.</b> If possible, leave blank for Louisiana Medicaid billing.	The seven-digit Medicaid Provider Number <u>must</u> appear on paper claims.

**REMINDER: MAKE SURE “WAIVER” IS WRITTEN IN BOLD, LEGIBLE  
LETTERS AT THE TOP CENTER OF THE CLAIM FORM**

**Sample forms are on the following pages.**



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## SAMPLE WAIVER CLAIM FORM 3/15/21



## WAIVER

Mail completed form to:  
Gainwell Technologies  
P.O. Box 91020  
Baton Rouge, LA 70821

## HEALTH INSURANCE CLAIM FORM

APPROVED BY NATIONAL UNIFORM CLAIM COMMITTEE (NUCC) 02/12

<input type="checkbox"/> PCA <input type="checkbox"/> PICA											
1. MEDICARE <input type="checkbox"/> MEDICAID <input checked="" type="checkbox"/> TRI-CARE <input type="checkbox"/> CHAMPVA <input type="checkbox"/> GROUP HEALTH PLAN <input type="checkbox"/> FECA/WORKERS COMP <input type="checkbox"/> OTHER <input type="checkbox"/>											
2. PATIENT'S NAME (Last Name, First Name, Middle Initial) Jayco, Travis											
3. PATIENT'S BIRTH DATE MM DD YY 07 31 72											
4. INSURED'S NAME (Last Name, First Name, Middle Initial)											
5. PATIENT'S ADDRESS (No., Street) CITY STATE ZIP CODE TELEPHONE (Include Area Code)											
6. PATIENT RELATIONSHIP TO INSURED Self <input type="checkbox"/> Spouse <input type="checkbox"/> Child <input type="checkbox"/> Other <input type="checkbox"/>											
7. INSURED'S ADDRESS (No., Street) CITY STATE ZIP CODE TELEPHONE (Include Area Code)											
8. RESERVED FOR NUCC USE											
9. OTHER INSURED'S NAME (Last Name, First Name, Middle Initial)											
10. IS PATIENT'S CONDITION RELATED TO: a. EMPLOYMENT (Current or Previous) <input type="checkbox"/> YES <input type="checkbox"/> NO b. AUTO ACCIDENT? <input type="checkbox"/> YES <input type="checkbox"/> NO c. OTHER ACCIDENT? <input type="checkbox"/> YES <input type="checkbox"/> NO											
11. INSURED'S POLICY GROUP OR FECA NUMBER											
12. PATIENT'S OR AUTHORIZED PERSON'S SIGNATURE (I authorize the release of any medical or other information necessary to process this claim. I also request payment of government benefits due to me or to the party who accepts assignment below.) SIGNED: _____											
13. INSURED'S OR AUTHORIZED PERSON'S SIGNATURE (I authorize payment of medical benefits to the undersigned physician or supplier for services described below.) SIGNED: _____											
14. DATE OF CURRENT ILLNESS, INJURY, OR PREGNANCY (LMP) MM DD YY QUAL											
15. DATE OF OTHER DATE MM DD YY QUAL											
16. DATES PATIENT UNABLE TO WORK IN CURRENT OCCUPATION FROM MM DD YY TO MM DD YY											
17. NAME OF REFERRING PROVIDER OR OTHER SOURCE 17a. NAME 17b. NPI											
18. HOSPITALIZATION DATES RELATED TO CURRENT SERVICES FROM MM DD YY TO MM DD YY											
19. ADDITIONAL CLAIM INFORMATION (Designated by NUCC)											
20. OUTSIDE LAB? <input type="checkbox"/> YES <input type="checkbox"/> NO \$ CHARGES											
21. DIAGNOSIS OR NATURE OF ILLNESS OR INJURY (Please A-L to service line below (24E) ICD Ind. <input type="checkbox"/>											
22. RESUBMISSION CODE ORIGINAL REF. NO.											
23. PRIOR AUTHORIZATION NUMBER Prior Auth #											
24. A. DATE(S) OF SERVICE From MM DD YY To MM DD YY B. PLACE OF SERVICE EMG C. D. PROCEDURES, SERVICES, OR SUPPLIES (Explain Unusual Circumstances) MODIFIER E. DIAGNOSIS POINTER F. \$ CHARGES G. DAYS OF UNITS H. PROSTHESIS I. ID. QUAL J. RENDERING PROVIDER ID. #											
1 11 06 18 11 06 18 12 S5125 UN A 90.00 30 NPI											
2 11 09 18 11 09 18 12 S5125 UN A 75.00 25 NPI											
3											
4											
5											
6											
25. FEDERAL TAX I.D. NUMBER SSN/EIN 26. PATIENT'S ACCOUNT NO. 1234 27. ACCEPT ASSIGNMENT? (For group claims, see back) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO 28. TOTAL CHARGE \$ 165.00 29. AMOUNT PAID \$ 30. Rev'd for NUCC Use											
31. SIGNATURE OF PHYSICIAN OR SUPPLIER INCLUDING DEGREE OR CREDENTIALS (I certify that the statements on the reverse apply to this bill and are made a part thereof.) Biller SIGNED: _____ DATE: 12/05/18											
32. SERVICE FACILITY LOCATION INFORMATION a. NPI b. 1234509876 c. 1123456											
33. BILLING PROVIDER INFO & PH# (225) 555-4957 HERE FOR YOU WAIVER 200 MAIN ST ANY TOWN, LA 70000											

NUCC Instruction Manual available at: www.nucc.org

PLEASE PRINT OR TYPE

APPROVED CMG-0935-1197 FORM 1500 (02-12)

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HEALTH INSURANCE CLAIM FORM						<b>WAIVER</b>						Mail completed form to: Gainwell Technologies P.O. Box 91020 Baton Rouge, LA 70821																																																																																																																																																				
APPROVED BY NATIONAL UNIFORM CLAIM COMMITTEE (NUCC) 02/12																																																																																																																																																																
<input type="checkbox"/> PICA <span style="float:right">FORM 1</span>																																																																																																																																																																
1. MEDICARE <input type="checkbox"/> MEDICAID <input checked="" type="checkbox"/> TRI-CARE <input type="checkbox"/> CHAMPVA <input type="checkbox"/> <small>(Medicare) (Medicaid) (NCMDUCD) (Member ID#)</small> 2. PATIENT'S NAME (Last Name, First Name, Middle Initial) <b>LOU, JANNIE</b>						3. PATIENT'S BIRTH DATE <input type="checkbox"/> SEX <b>06 / 11 / 72 M F <input checked="" type="checkbox"/></b>						1a. INSURED'S I.D. NUMBER (For Program in Item 1) <b>1234567890123</b>																																																																																																																																																				
5. PATIENT'S ADDRESS (No., Street) <b>1234 ANYLANE</b>						6. PATIENT RELATIONSHIP TO INSURED Self <input checked="" type="checkbox"/> Spouse <input type="checkbox"/> Child <input type="checkbox"/> Other <input type="checkbox"/>						7. INSURED'S ADDRESS (No., Street)																																																																																																																																																				
CITY <b>MYTOWN</b>						STATE <b>LA</b>						CITY																																																																																																																																																				
ZIP CODE <b>70000</b>						TELEPHONE (Include Area Code) <b>(225) 999-7777</b>						ZIP CODE																																																																																																																																																				
9. OTHER INSURED'S NAME (Last Name, First Name, Middle Initial)						10. IS PATIENT'S CONDITION RELATED TO:						11. INSURED'S POLICY GROUP OR FECA NUMBER																																																																																																																																																				
a. OTHER INSURED'S POLICY OR GROUP NUMBER <b>TPL CODE IF APPLICABLE</b>						a. EMPLOYMENT? (Current or Previous) <input type="checkbox"/> YES <input type="checkbox"/> NO						a. INSURED'S DATE OF BIRTH MM DD YY SEX M <input type="checkbox"/> F <input type="checkbox"/>																																																																																																																																																				
b. RESERVED FOR NUCC USE						b. AUTO ACCIDENT? <input type="checkbox"/> YES <input type="checkbox"/> NO PLACE (State)						b. OTHER CLAIM ID (Designated by NUCC)																																																																																																																																																				
c. RESERVED FOR NUCC USE						c. OTHER ACCIDENT? <input type="checkbox"/> YES <input type="checkbox"/> NO SURVIVE PROGRAM NAME						d. IS THERE ANOTHER HEALTH BENEFIT PLAN? <input type="checkbox"/> YES <input type="checkbox"/> NO #Yes, complete items 9, 9a, and 9d.																																																																																																																																																				
d. INSURANCE PLAN NAME OR PROGRAM NAME						10d. CLAIM CODES (Designated by NUCC)						12. INSURED'S OR AUTHORIZED PERSON'S SIGNATURE I authorize payment of medical benefits to the undersigned physician or supplier for services described below.  SIGNED _____ DATE _____																																																																																																																																																				
READ BACK OF FORM BEFORE COMPLETING & SIGNING THIS FORM. 12. PATIENT'S OR AUTHORIZED PERSON'S SIGNATURE I authorize the release of any medical or other information necessary to process this claim. I also request payment of government benefits either to myself or to the party who accepts assignment below.  SIGNED _____ DATE _____																																																																																																																																																																
14. DATE OF CURRENT ILLNESS, INJURY, OR PREGNANCY (LMP) MM DD YY QUAL						15. OTHER DATE QUAL MM DD YY						16. DATES PATIENT UNABLE TO WORK IN CURRENT OCCUPATION FROM MM DD YY TO MM DD YY																																																																																																																																																				
17. NAME OF REFERRING PROVIDER OR OTHER SOURCE						17a. _____ 17b. NPI						18. HOSPITALIZATION DATES RELATED TO CURRENT SERVICES FROM MM DD YY TO MM DD YY																																																																																																																																																				
19. ADDITIONAL CLAIM INFORMATION (Designated by NUCC)																																																																																																																																																																
21. DIAGNOSIS OR NATURE OF ILLNESS OR INJURY Please A-L to service line below (24E) ICD Ind. <b>0</b>																																																																																																																																																																
A. <b>Z7689</b> B. C. D. E. F. G. H. I. J. K. L.																																																																																																																																																																
24. A. DATE(S) OF SERVICE From To B. PLACE OF SERVICE C. D. PROCEDURES, SERVICES, OR SUPPLIES (Explain Unusual Circumstances) MODIFIER E. DIAGNOSIS POINTER F. \$ CHARGES G. Days or Units H. SPST Entry Rate I. ID. QUAL J. RENDERING PROVIDER ID. #																																																																																																																																																																
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25. FEDERAL TAX I.D. NUMBER SSN EIN 26. PATIENT'S ACCOUNT NO. <b>1234</b> 27. ACCEPT ASSIGNMENT? (For prior claims, see back) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO 28. TOTAL CHARGE <b>\$ 165.00</b> 29. AMOUNT PAID \$ 30. Rev'd for NUCC Use																																																																																																																																																																
31. SIGNATURE OF PHYSICIAN OR SUPPLIER INCLUDING DEGREE OR CREDENTIALS (I certify that the statements on the reverse apply to this bill and are made a part thereof.) <b>JANE DOE, MD</b> 2/28/19 DATE 32. SERVICE FACILITY LOCATION INFORMATION a. <b>NPI</b> b. <b>1366547895</b> c. <b>1987654</b> 33. BILLING PROVIDER INFO & PH# <b>(800) 233-3333</b> HERE FOR YOU WAIVER 700 MAIN ST ANY TOWN, LA 70000																																																																																																																																																																

NUCC Instruction Manual available at: www.nucc.org PLEASE PRINT OR TYPE APPROVED CMS-0938-1197 FORM 1500 (02-12)

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**ADJUSTING/VOIDING CLAIMS**

An adjustment or void may be submitted electronically or by using the CMS-1500 (02/12) form.

Only a paid claim can be adjusted or voided. Denied claims must be corrected and resubmitted – not adjusted or voided.

Only one claim line can be adjusted or voided on each adjustment/void form.

For those claims where multiple services are billed and paid by service line, a separate adjustment/void form is required for each claim line if more than one claim line on a multiple line claim form must be adjusted or voided.

The provider should complete the information on the **adjustment** exactly as it appeared on the original claim, **changing only the item(s) that was in error and noting the reason for the change in the space provided on the claim.**

If a paid claim is being voided, the provider must enter all the information on the **void** from the original claim exactly as it appeared on the original claim. After a voided claim has appeared on the Remittance Advice, a corrected claim may be resubmitted (if applicable).

Only the paid claim's most recently approved internal control number (ICN) can be adjusted or voided; thus:

- If the claim has been successfully adjusted previously, the most current ICN (the ICN of the adjustment) must be used to further adjust the claim or to void the claim; and
- If the claim has been successfully voided previously, the claim must be resubmitted as an original claim. The ICN of the voided claim is no longer active in claims history.

If a paid claim must be adjusted, almost all data can be corrected through an adjustment with the exception of the Provider Identification Number and the Beneficiary/Patient Identification Number. **Claims paid to an incorrect provider number or for the wrong Medicaid beneficiary cannot be adjusted. They must be voided and corrected claims submitted.**

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**Adjustments/Voids Appearing on the Remittance Advice**

When an Adjustment/Void Form has been processed, it will appear on the Remittance Advice under *Adjustment or Voided Claim*. The adjustment or void will appear first. The original claim line will appear in the section directly beneath the Adjustment/Void section.

The approved adjustment will replace the approved original and will be listed under the "Adjustment" section on the RA. The original payment will be taken back on the same RA and appear in the "Previously Paid" column.

When the void claim is approved, it will be listed under the "Void" column of the RA.

An Adjustment/Void will generate Credit and Debit Entries which appear in the Remittance Summary on the last page of the Remittance Advice.

**Sample forms are on the following pages.**



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## SAMPLE WAIVER CLAIM FORM ADJUSTMENT



# WAIVER

Mail completed form to:  
**Gainwell Technologies**  
**P.O. Box 91020**  
**Baton Rouge, LA 70821**

## HEALTH INSURANCE CLAIM FORM

APPROVED BY NATIONAL UNIFORM CLAIM COMMITTEE (NUCC) 02/12

<input type="checkbox"/> PICA <input type="checkbox"/> MEDICAID <input checked="" type="checkbox"/> MEDICAID <input type="checkbox"/> TRI-CARE <input type="checkbox"/> CHAMPVA <input type="checkbox"/> GROUP HEALTH PLAN <input type="checkbox"/> FECA <input type="checkbox"/> OTHER										<input type="checkbox"/> PICA 1a. INSURED'S I.D. NUMBER (For Program in Item 1) <b>9876543210123</b>																			
2. PATIENT'S NAME (Last Name, First Name, Middle Initial) <b>Jayco, Travis</b>										3. PATIENT'S BIRTH DATE (MM/DD/YY) <b>07/31/72</b>										4. INSURED'S NAME (Last Name, First Name, Middle Initial)									
5. PATIENT'S ADDRESS (No., Street) CITY STATE ZIP CODE TELEPHONE (Include Area Code)										6. PATIENT RELATIONSHIP TO INSURED Self <input type="checkbox"/> Spouse <input type="checkbox"/> Child <input type="checkbox"/> Other <input type="checkbox"/>										7. INSURED'S ADDRESS (No., Street) CITY STATE ZIP CODE TELEPHONE (Include Area Code)									
9. OTHER INSURED'S NAME (Last Name, First Name, Middle Initial)										10. IS PATIENT'S CONDITION RELATED TO: a. EMPLOYMENT (Continued from 10a) b. AUTO ACCIDENT? <input type="checkbox"/> YES <input type="checkbox"/> NO c. OTHER ACCIDENT? <input type="checkbox"/> YES <input type="checkbox"/> NO										11. INSURED'S POLICY GROUP OR FECA NUMBER									
12. PATIENT'S OR AUTHORIZED PERSON'S SIGNATURE (I authorize the release of any medical or other information necessary to process this claim. I also request payment of government benefits either to myself or to the party who accepts assignment below.) SIGNED: _____										13. INSURED'S OR AUTHORIZED PERSON'S SIGNATURE (I authorize payment of medical benefits to the undersigned physician or supplier for services described below.) SIGNED: _____																			
14. DATE OF CURRENT ILLNESS, INJURY, OR PREGNANCY (LMP) MM/DD/YY QUAL										15. OTHER DATE MM/DD/YY QUAL										16. DATES PATIENT UNABLE TO WORK IN CURRENT OCCUPATION FROM MM/DD/YY TO MM/DD/YY									
17. NAME OF REFERRING PROVIDER OR OTHER SOURCE 17a. _____ 17b. NPI										18. HOSPITALIZATION DATES RELATED TO CURRENT SERVICES FROM MM/DD/YY TO MM/DD/YY										19. ADDITIONAL CLAIM INFORMATION (Designated by NUCC)									
20. OUTSIDE LAB? <input type="checkbox"/> YES <input type="checkbox"/> NO \$ CHARGES										21. DIAGNOSIS OR NATURE OF ILLNESS OR INJURY (Please A-L to service line below (24E)) A. <b>Z7689</b> B. _____ C. _____ D. _____ E. _____ F. _____ G. _____ H. _____ I. _____ J. _____ K. _____ L. _____										22. SUBMISSION CODE A 02 <b>8347198798700</b>									
23. PRIOR AUTHORIZATION NUMBER <b>Prior Auth #</b>										24. A. DATES OF SERVICE From MM/DD/YY To MM/DD/YY B. PLACE OF SERVICE C. EMO D. PROCEDURES, SERVICES, OR SUPPLIES (Explain Unusual Circumstances) E. DIAGNOSIS POINTER F. \$ CHARGES G. DAYS OF WEEK H. REFERRAL FOR I. QUAL J. RENDERING PROVIDER ID #																			
11 06 18 11 06 18 12 S5125 UN A 84.00 28 NPI										25. FEDERAL TAX I.D. NUMBER SSN EIN 26. PATIENT'S ACCOUNT NO. 1234 27. ACCEPT ASSIGNMENT? (For first claim, see back) X YES NO 28. TOTAL CHARGE \$ 84.00 29. AMOUNT PAID \$ 30. Res'd for NUCC Use																			
31. SIGNATURE OF PHYSICIAN OR SUPPLIER (Including degrees or credentials) (I certify that the statements on the reverse apply to this bill and are made a part thereof) <b>Biller</b>										32. SERVICE FACILITY LOCATION INFORMATION a. NPI b. _____										33. BILLING PROVIDER INFO & PH# (225) 555-4957 <b>HERE FOR YOU WAIVER</b> 200 MAIN ST ANY TOWN, LA 70000									
SIGNED: _____ DATE: 12/17/18										a. 1234509876 b. 1123456																			

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## CHAPTER 7: COMMUNITY CHOICES WAIVER

## APPENDIX D: CLAIMS RELATED INFORMATION

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## SAMPLE CLAIM FORM



## HEALTH INSURANCE CLAIM FORM

APPROVED BY NATIONAL UNIFORM CLAIM COMMITTEE (NUCC) 02/12

PICA										PICA									
1. MEDICARE (Medicare#) MEDICAID (Medicaid#) TRICARE (ID#DoD#) CHAMPVA (Member ID#) GROUP HEALTH PLAN (ID#) FECA (FECA#) OTHER (ID#)										1a. INSURED'S I.D. NUMBER (For Programs in Item 1)									
2. PATIENT'S NAME (Last Name, First Name, Middle Initial)										4. INSURED'S NAME (Last Name, First Name, Middle Initial)									
5. PATIENT'S ADDRESS (No., Street)										7. INSURED'S ADDRESS (No., Street)									
CITY STATE ZIP CODE TELEPHONE (Include Area Code)										CITY STATE ZIP CODE TELEPHONE (Include Area Code)									
6. PATIENT RELATIONSHIP TO INSURED Self Spouse Child Other										11. INSURED'S POLICY GROUP OR FECA NUMBER									
8. RESERVED FOR NUCC USE										11a. INSURED'S DATE OF BIRTH MM DD YY SEX M F									
9. OTHER INSURED'S NAME (Last Name, First Name, Middle Initial)										11b. OTHER CLAIM ID (Designated by NUCC)									
10. IS PATIENT'S CONDITION RELATED TO:										11c. INSURANCE PLAN NAME OR PROGRAM NAME									
a. EMPLOYMENT? (Current or Previous) YES NO										11d. IS THERE ANOTHER HEALTH BENEFIT PLAN? YES NO									
b. AUTO ACCIDENT? YES NO										12. PATIENT'S OR AUTHORIZED PERSON'S SIGNATURE (I authorize the release of any medical or other information necessary to process this claim. I also request payment of government benefits either to myself or to the party who accepts assignment below.)									
c. OTHER ACCIDENT? YES NO										13. INSURED'S OR AUTHORIZED PERSON'S SIGNATURE (I authorize payment of medical benefits to the undersigned physician or supplier for services described below.)									
d. INSURANCE PLAN NAME OR PROGRAM NAME										14. DATE OF CURRENT ILLNESS, INJURY, or PREGNANCY (LMP) MM DD YY QUAL.									
15. OTHER DATE QUAL. MM DD YY										16. DATES PATIENT UNABLE TO WORK IN CURRENT OCCUPATION FROM MM DD YY TO MM DD YY									
17. NAME OF REFERRING PROVIDER OR OTHER SOURCE										17a. NPI									
18. ADDITIONAL CLAIM INFORMATION (Designated by NUCC)										18b. HOSPITALIZATION DATES RELATED TO CURRENT SERVICES FROM MM DD YY TO MM DD YY									
21. DIAGNOSIS OR NATURE OF ILLNESS OR INJURY Relate A-L to service line below (24E) ICD Ind.										20. OUTSIDE LAB? YES NO \$ CHARGES									
A. B. C. D. E. F. G. H. I. J. K. L.										22. SUBMISSION CODE ORIGINAL REF. NO.									
24. A. DATE(S) OF SERVICE From MM DD YY To MM DD YY B. PLACE OF SERVICE C. EMG D. PROCEDURES, SERVICES, OR SUPPLIES (Explain Unusual Circumstances) CPT/HCPCS MODIFIER E. DIAGNOSIS POINTER F. \$ CHARGES G. DAYS ON UNITS H. ICD-9-CM ICD-10-CM ICD-10-PCS I. ID. QUAL J. RENDERING PROVIDER ID. #										23. PRIOR AUTHORIZATION NUMBER									
1										NPI									
2										NPI									
3										NPI									
4										NPI									
5										NPI									
6										NPI									
25. FEDERAL TAX I.D. NUMBER SSN EIN										28. PATIENT'S ACCOUNT NO.									
26. SIGNATURE OF PHYSICIAN OR SUPPLIER INCLUDING DEGREES OR CREDENTIALS (I certify that the statements on the reverse apply to this bill and are made a part thereof.)										27. ACCEPT ASSIGNMENT? (For gov. claims, see back) YES NO									
29. SERVICE FACILITY LOCATION INFORMATION										28. TOTAL CHARGE \$ 29. AMOUNT PAID \$ 30. Reserved for NUCC Use									
31. BILLING PROVIDER INFO & PH # ( )										32. BILLING PROVIDER INFO & PH # ( )									
SIGNED DATE										SIGNED DATE									

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Providers should refer to the General Information and Administration Provider Manual chapter of the Medicaid Services Manual located on the Louisiana Medicaid website below for general information concerning topics relative to general claims filing.

<http://www.lamedicaid.com/provweb1/Providermanuals/manuals/GIA/GIA.pdf>