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CLAIMS FILING

Hard copy billing of DME 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 will be 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:

Molina Medicaid Solutions 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, directory link "HIPAA Information Center", sub-link "5010v of the Electronic Transactions" – 837P Professional Guide.

This appendix includes the following:

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

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CMS 1500 (02/12) INSTRUCTIONS FOR DME SERVICES

Locator #	Description	Instructions	Alerts
1	Medicare / Medicaid / Tricare Champus / Champva / Group Health Plan / Feca Blk Lung	Required Enter an "X" in the box marked Medicaid (Medicaid #).	You must write "DME" at the top center of the Louisiana Medicaid claim form in LARGE letters.
1a	Insured's I.D. Number	Required – Enter the recipient's 13-digit Medicaid I.D. number exactly as it appears when checking recipient eligibility through MEVS, eMEVS or REVS. NOTE: The recipients' 13-digit Medicaid ID number must be used to bill claims. The CCN number from the plastic ID card is NOT	
		acceptable. The ID number must match the recipient's name in Block 2.	
2	Patient's Name	Required – Enter the recipient's last name, first name, middle initial.	
3	Patient's Birth Date	Situational – Enter the recipient'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).	
	Sex	Enter an "X" in the appropriate box to show the sex of the recipient.	
4	Insured's Name	Situational – Complete correctly if the recipient has other insurance; otherwise, leave blank.	
5	Patient's Address	Optional – Print the recipient's permanent address.	
6	Patient Relationship to Insured	Situational – Complete if appropriate or leave blank.	
7	Insured's Address	Situational – Complete if appropriate or leave blank.	
8	RESERVED FOR NUCC USE	Leave Blank	

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Locator #	Description	Instructions	Alerts
9	Other Insured's Name	Situational – Complete if appropriate or leave blank.	
9a	Other Insured's Policy or Group Number	Situational – If recipient has no other coverage, leave blank. If there is other commercial insurance coverage, the state assigned 6-digit TPL carrier code is required in this block. The carrier code is indicated on the Medicaid Eligibility Verification (MEVS) response as the Network Provider Identification Number. Make sure the EOB(s) or EOBs from other insurance(s) are attached to the claim.	Only the 6-digit code should be entered for commercial and Medicare HMO's in this field. DO NOT enter dashes, hyphens, or the word TPL in the field. NOTE: DO NOT ENTER A 6-DIGIT CODE FOR TRADITIONAL MEDICARE CLAIMS.
9b	RESERVED FOR NUCC USE	Leave Blank.	
9c	RESERVED FOR NUCC USE	Leave Blank.	
9d	Insurance Plan Name or Program Name	Situational – Complete if appropriate or leave blank.	
10	Is Patient's Condition Related To:	Situational – Complete if appropriate or leave blank.	
11	Insured's Policy Group or FECA Number	Situational – Complete if appropriate or leave blank.	
11a	Insured's Date of Birth Sex	Situational – Complete if appropriate or leave blank.	
11b	OTHER CLAIM ID (Designated by NUCC)	Leave Blank.	
11c	Insurance Plan Name or Program Name	Situational – Complete if appropriate or leave blank.	

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Locator #	Description	Instructions	Alerts
11d	Is There Another Health Benefit Plan?	Situational – Complete if appropriate or leave blank.	
12	Patient's or Authorized Person's Signature (Release of Records)	Situational – Complete if appropriate or leave blank.	
13	Patient's or Authorized Person's Signature (Payment)	Situational – Obtain signature if appropriate or leave blank.	
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	Required- Enter the applicable qualifier to the left of the vertical, dotted line to identify which provider is being reported. • DK Ordering Provider Enter the name (First Name, Middle Initial, Last Name) followed by the credentials of the professional who ordered the service(s) or supply(ies) on the claim.	For LA Medicaid other source is defined as the ordering provider. The ordering provider is required.
17a	Other ID	Required – Enter the 7-digit Medicaid ID number of the ordering provider.	
17b	NPI	Required - Enter the NPI number of the ordering provider.	The 10-digit NPI Number is required.
18	Hospitalization Dates Related to Current Services	Optional.	
19	ADDITIONAL CLAIM INFORMATION (Designated by NUCC)	Leave Blank.	

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Locator #	Description	Instructions	Alerts
20	Outside Lab? ICD Indicator	Optional. Required – 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. 9 ICD-9-CM 0 ICD-10-CM	
21	Diagnosis or Nature of Illness or Injury	Required – Enter the most current ICD diagnosis code. NOTE: ICD-9-CM diagnosis codes beginning with "E" or "M" are not acceptable for any diagnosis code. ICD-10-CM "V", "W", "X", & "Y" series diagnosis codes are not part of the current diagnosis file and should not be used when completing claims to be submitted to Medicaid.	The most specific diagnosis codes must be used. General codes are not acceptable. ICD-9 diagnosis codes must be used on claims for dates of service prior to 10/1/15. ICD-10 diagnosis codes must be used on claims for dates of service on or after 10/1/15. Refer to the provider notice concerning the federally required implementation of ICD-10 coding which is posted on the ICD-10 Tab at the top of the Home page (www.lamedicaid.com).

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Locator #	Description	Instructions	Alerts
22	Resubmission and/or Original Reference Number	Situational. 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. 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. Appropriate reason codes follow: Adjustments 01 = Third Party Liability Recovery 02 = Provider Correction 03 = Fiscal Agent Error 90 = State Office Use Only – Recovery 99 = Other Voids 10 = Claim Paid for Wrong Recipient 11 = Claim Paid for Wrong Provider 00 = Other	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	Required – Enter the correct 9-Digit PA number in this field.	

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Locator #	Description	Instructions	Alerts
24	Supplemental Information	Situational - DME Providers are required to enter 11-digit NDC codes on claim detail lines for enteral feeding products only. In addition to the procedure code, the National Drug Code (NDC) is required by the Deficit Reduction Act of 2005 and shall be entered in the shaded section of 24A through 24g. Claims for enteral feeding products must include the NDC from the label of the product administered. A list of the procedure codes and NDCs for products that currently require NDC information can be found on www.lamedicaid.com under the Fee Schedules directory link.	DME providers must enter NDC information in the SHADED section of 24A through 24G of appropriate detail lines only. This information must be entered in addition to the procedure code(s). The NDC indicated on the claim must match the NDC on the Prior Authorization.
24A	Date(s) of Service	Required 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	Required Enter the appropriate place of service code for the services rendered.	
24C	EMG	Situational – Complete if appropriate or leave blank.	
24D	Procedures, Services, or Supplies	Required Enter the procedure code(s) for services rendered in the unshaded area(s). When a modifier(s) is required, enter the applicable modifier in the appropriate field.	Where modifiers are required, the modifier(s) on the claim must match the modifier(s) on the Prior Authorization.

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Locator #	Description	Instructions	Alerts
24E	Diagnosis Pointer	Required – 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 (Dollar Amount Charges)	Required Enter usual and customary charges for the service rendered.	
24G	Days or Units	Required Enter the number of units billed for the procedure code entered on the same line in 24D	
24H	EPSDT / Family Plan	Situational – Leave blank or enter a "Y" if services were performed as a result of an EPSDT referral.	
241	I.D. Qualifier	Optional. If possible, leave blank for Louisiana Medicaid billing.	
24J	Rendering Provider I.D. #	Leave Blank.	
25	Federal Tax I.D. Number	Optional.	
26	Patient's Account No.	Situational – Enter the provider specific identifier assigned to the recipient. 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?	Optional. Claim filing acknowledges acceptance of Medicaid assignment.	
28	Total Charge	Required – Enter the total of all charges listed on the claim.	

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Locator #	Description	Instructions	Alerts
29	Amount Paid	Situational – If TPL applies and block 9A is completed, enter the amount paid by the primary payor. Enter '0' if the third party did not pay. If TPL does not apply to the claim, leave blank. Do not report Medicare payments in this field.	
30	RESERVED FOR NUCC USE	Leave Blank.	
31	Signature of Physician or Supplier Including Degrees or Credentials	Optional . The practitioner or the practitioner's authorized representative's original signature is no longer required.	
	Date	Required Enter the date of form completion.	
32	Service Facility Location Information	Situational – Complete as appropriate or leave blank.	
32a	NPI	Optional.	
32b	Other ID Number	Situational – Complete if appropriate or leave blank.	
33	Billing Provider Info and Phone #	Required Enter the provider name, address including zip code and telephone number.	
33a	NPI	Required – Enter the billing provider's 10-digit NPI number.	The 10-digit NPI Number must appear on paper claims.
33b	Other ID Number	Required – Enter the billing provider's 7-digit Medicaid ID number. ID Qualifier – Optional – If possible, do not enter a qualifier for Louisiana Medicaid claims.	The 7-digit Medicaid provider number must appear on paper claims.

REMINDER: MAKE SURE "DME" 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 DME CLAIM FORM WITH ICD-10 DIAGNOSIS CODE (DATES OF SERVICE ON OR AFTER 10/01/15)

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ISSUED: REPLACED:

04/19/17 09/23/15

CHAPTER 18: DURABLE MEDICAL EQUIPMENT

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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.
- 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 Recipient/Patient Identification Number. Claims paid to an incorrect provider number or for the wrong Medicaid recipient cannot be adjusted. They must be voided and corrected claims submitted.

Adjustments/Voids Appearing on the Remittance Advice

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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 DME CLAIM FORM ADJUSTMENT WITH ICD-10 DIAGNOSIS CODE (DATES OF SERVICE ON OR AFTER 10/01/15)

HEALTH INSURANCE CLAIM FORM APPROVED BY NATIONAL UNIFORM CLAIM COMMITTEE (NUCC) 02/12	Mail To: Molina P.O. Box 91020 Baton Rouge, LA 70821
	:R 1a. INSURED'S I.D. NUMBER (For Program in Item 1)
MEDICARE MEDICARE TRICARE CHAMPYA SEQUENTIAL SEKUNG OTHER CHAMPYA SEQUENTIAL SEKUNG OTHER SEKUNG OTHER SEXUNG OTHER OTHER SEXUNG OTHER	1234567890123
2. PATIENT'S NAME (Last Name, First Name, Middle Initial) S. PATIENT'S BIFTH DATE BEX MM DD M F X	4. INSURED'S NAME (Last Name, First Name, Middle Initial)
LOU, JANNIE 06 11 00 M F 5. PATIENT'S ADDRESS (No., Street) 6. PATIENT RELATIONSHIP TO INSURED	7. INSURED'S ADDRESS (No., Street)
Self Spouse Child Other	
CITY STATE 8. RESERVED FOR NUCC USE	CITY STATE
ZP CODE TELEPHONE (Indude Area Code)	ZIP CODE TELEPHONE (Include Area Code)
9. OTHER INSUPED'S NAME (Last Name, First Name, Middle Initial) 10. IS PATIENT'S CONDITION RELATED TO:	11. INSURED'S POLICY GROUP OR FECA NUMBER
B. OTHER INSURED'S POLICY OR GROUP NUMBER TPL CODE IF APPLICABLE B RESERVED FOR NUCC USE	CITY ZIP COCE TELEPHONE (Indude Area Coda) () 11. INSURED'S POLICY GROUP OR FECA NUMBER L. INSURED'S DATE OF BIRTH D
© RESERVED FOR NUCCUSE © OTHER ACCIDENT?	I INSURANCE PLAN NAME OF PROGRAM NAME
YE8 NO	
d INSURANCE FLAN NAME OR PROGRAM NAME 10d. CLAIM CODES (Designated by NUCC)	d. IS THERE ANOTHER HEALTH BENEFIT PLAN? NO Hyes, complete items 9, 9a, and 9d.
READ BACK OF FORM BEFORE COMPLETING & SYNNIG THIS FORM. 12. PATIENT'S OR AUTHORIZED PERSONS SIGNATURE I authorize there gase of any medical or other information necessary.	IS. INSURED'S OR AUTHORIZED PERSON'S SIGNATURE I authorize payment of medical benefits to the undersigned physician or supplier for
	PROVIDER
SIGNED DATE	ROVIDER
14. DATE OF CURRENT ILLNESS, INJURY, or PRESNANCY (LMP) 15. OTHER DATE	16. DATES PATIENT DINABLE TO WORK IN CURRENT OCCUPATION
GUAL GOAL	FROM TO
17. NAME OF REFERRING PROMDER OR OTHER SOURCE	18. HOSPITALIZATION DATES RELATED TO CURRENT SERVICES MM DD MM DD TO TO THE TOTAL SERVICES
19. ADDITIONAL CLAIM INFORMATION (Designated by NUCC)	20. CUTSIDE LAB? \$ CHARGES
21. DIAGNOSIS CRINATURE OF ILLNESS CRINJURY Pelate AL to service line below (24E) ICD Incl. 0	22. RESUBMISSION CODE ORIGINAL REF. NO.
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	NPI
	NPI NPI
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25. FEDERAL TAX LD. NUMBER SEN EIN 26. PATIENT'S ACCOUNT NO. 27. ADDEPT ASSIGNMENT'S 1234 27. ADDEPT ASSIGNMENT'S LOCAL TO SEN EIN 1234 X 1985	\$ 90,00 \$ SU. Hsvd.for NUCCUse
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IMA BILLER	ANY TOWN, LA 70000
9/12/16 a NPI a	a 1326547895 b 1987654
NUCC Instruction Manual available at: www.nucc.org PLEASE PRINT OR TYPE	APPROVED OMB-0936-1197 FORM 1500 (02-12)

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APPENDIX B – CLAIMS FILING

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Sample of a Claim Form

8 TO S										
EXTE EALTH INSURANCE CLAIM F	ORM									
PROVED BY NATIONAL UNIFORM CLAIM COMMITTEE	(NUCC) 02/12									
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PATIENT'S ADDRESS (No., Street)		6. PATIENT REL	ATIONSHIP TO IN	F	7. INSURED'S ADDR	E88 (No.,	Street)			
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SIGNATURE OF PHYSICIAN OR SUPPLIER INCLUDING DEGREES OR CREDENTIALS contrily that the statements on the reverse upply to this bill and are made a part thereof.)	32. SERVICE FA	CILITY LOCATION	YES	NO	\$ 39. BILLING PROVID	ER INFO 8	PHS	()	
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