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CLAIMS FILING

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 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

Services may be billed using:

- The rendering provider's individual provider number as the billing provider number for independently practicing providers, or
- The group provider number as the billing provider number and the individual rendering provider number as the attending provider when the individual is working through a 'group/clinic' practice.

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

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This appendix includes the following:

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

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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.
1a	Insured's I.D. Number	Required – Enter the recipient's 13 digit Medicaid ID number exactly as it appears when checking recipient eligibility through MEVS, eMEVS, or REVS. NOTE: The recipients' 13-digit Medicaid ID number <u>must</u> 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 (6) 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	
	Sex	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	Optional.	
9	Other Insured's Name	Situational – Complete if appropriate or leave blank.	

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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 or EOBs from other insurance(s) are attached to the claim.	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.	
9с	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.	
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.	

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15	OTHER DATE	Leave Blank.	
16	Dates Patient Unable to Work in Current Occupation	Optional.	
17	Name of Referring Provider or Other Source	Leave Blank.	
17a	Unlabeled	Leave Blank.	
17b	NPI	Optional.	
18	Hospitalization Dates Related to Current Services	Optional.	
19	ADDITIONAL CLAIM INFORMATION (Designated by NUCC)		
20	Outside Lab?	Optional.	
	ICD Ind.	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	The most specific diagnosis codes must be used. General codes are not acceptable.
21	Diagnosis or Nature of Illness or Injury	Required – Enter the most current ICD diagnosis code. NOTE: The ICD-9-CM "E" and "M" series diagnosis codes are not part of the current diagnosis file and should not be used when completing claims to be submitted to Medicaid.	Louisiana Medicaid currently accepts ICD-9-CM codes. The acceptance of ICD- 10-CM codes will be announced at a later date.

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22	Resubmission Code	 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: 	Effective with date of processing 5/19/14 providers currently using the proprietary 213 Adjustment/Void forms will be required to use the CMS 1500 (02/12).
		Adjustments01 = Third Party Liability Recovery02 = Provider Correction03 = Fiscal Agent Error90 = State Office Use Only – Recovery99 = OtherVoids10 = Claim Paid for Wrong Recipient11 = Claim Paid for Wrong Provider	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 Number	00 = Other Required – Enter the correct 9-Digit PA number in this field.	
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 <u>shall be entered</u> in the <u>shaded</u> 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 <u>www.lamedicaid.com</u> 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.

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		Required Enter the date of service for each procedure.	
24A	Date(s) of Service	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 is appropriate or leave blank.	
24D	Procedures, Services, or Supplies	Required Enter the procedure code(s) for services rendered in the un-shaded 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
		Required – Indicate the most appropriate diagnosis for	the Prior Authorization
24E	Diagnosis Pointer	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	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. Qual.	Optional . If possible, leave blank for Louisiana Medicaid billing.	2
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.	
	24B 24C 24D 24D 24E 24F 24G 24H 24I 24J 25	24BPlace of Service24CEMG24CFocedures, Services, or Supplies24DProcedures, Services, or Supplies24EDiagnosis Pointer24EScharges24F\$Charges24GDays or Units24HEPSDT Family Plan24II.D. Qual.24JRendering Provider I.D. #25Federal Tax I.D. Number	24ADate(s) of ServiceEither six-digit (MM DD YY) or eight digit (MM DD YYY) format is acceptable.24BPlace of ServiceRequired Enter the appropriate place of service code for the services rendered.24CEMGSituational - Complete is appropriate or leave blank.24DProcedures, Services, or SuppliesRequired Enter the procedure code(s) for services rendered in the un-shaded area(s).24DProcedures, Services, or SuppliesWhen a modifier(s) is required, enter the applicable modifier in the appropriate field.24EDiagnosis PointerRequired 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\$ChargesRequired Enter usual and customary charges for the service rendered.24GDays or UnitsRequired Enter the number of units billed for the procedure code entered on the same line in 24D24HEPSDT Family PlanSituational - Leave blank or enter a 'Y' if services were performed as a result of an EPSDT referral.24JRendering Provider I.D. # Leave Blank.Optional.25Federal Tax I.D. NumberOptional.26Patient'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

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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.	
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 Date	Optional . The practitioner or the practitioner's authorized representative's original signature is no longer required. Required Enter the date of the signature.	
32	Service Facility Location Information	Situational – Complete as appropriate or leave blank.	
32a	NPI	Optional.	
32b	Unlabeled	Situational – Complete if appropriate or leave blank.	
33	Billing Provider Info & Ph #	Required Enter the provider name, address including zip code and telephone number.	
33a	NPI	Optional.	
33b	Unlabeled	 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

A sample form is on the following page

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SAMPLE DME CLAIM FORM

PPROVED BY NATIONAL UNIFORM CL	LAIM FORM											
PICA	AIM COMMITTEE (N	IUCC) 02/12										PICA
MEDICARE MEDICAID	TRICARE	CHAMPVA	GROUP HEALTH PLAI	FECA N BLK LUN	OTHER	1a. INSURED'S	I.D. NUN	BER			(For Progr	am in Item 1)
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dalam, Mary				00 M	FΧ							
PATIENT'S ADDRESS (No., Street)			PATIENT RELATION			7. INSURED'S /	ADDRES	5 (No., S	Street)			
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		OTALE 0.1	LOLIVEDION	1000 00L								
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()								()	
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		7 1b. NP				FROM	BB	. 44.		то	MM DD	AA.
9. ADDITIONAL CLAIM INFORMATION	(Designated by NUC					20. OUTSIDE L	AB?			\$ CHAR	GES	1
						YES	N	0				
1. DIAGNOSIS OR NATURE OF ILLNES	S OR INJURY Re	elate A-L to service	line below (24E)	ICD Ind. 9		22. RESUBMIS	SION		ORIG	INAL RE	F. NO.	
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ADJUSTING/VOIDING CLAIMS

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

<u>Only a paid claim can be adjusted or voided</u>. 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 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.

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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.

A sample form is on the following page

09/01/10

04/30/14

SAMPLE DME CLAIM FORM ADJUSTMENT

CHAPTER 18: DURABLE MEDICAL EQUIPMENT

APPENDIX B – CLAIMS FILING

NUCC Instruction Manual available at: www.nucc.org

PAGE(S) 13

1. MEDICARE MEDICAID (Medicare II) X (Medicare II) 2. PATIENT'S NAME (Last Name Adalam, Mary 5. PATIENT'S ADDRESS (No., S) CITY	e, First Name, Middle Initial)	CHAMPVA (Member II	HEALTH PLAN D#) (ID#) 3. PATIENT'S BIRTH MM DD	(ID#)	UTILITY.	1a. INSURED'S I.D. NUI	no cit		
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5. PATIENT'S ADDRESS (No., S	Street)		06 11 1	DATE S YY	EX	4. INSURED'S NAME (L	ast Name, F	irst Name, M	/iddleInital)
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APPROVED OMB-0938-1197 FORM CMS-1500 (02-12)

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CHAPTER 18: DURABLE MEDICAL EQUIPMENT

APPENDIX B – CLAIMS FILING

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