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CLAIMS FILING

Hard copy billing of free-standing birthing center services are billed on the CMS-1500 (02/12) claim form or electronically on the 837P 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:

DXC Technology 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 a sample of completed CMS-1500 claim form; and
- Instructions for adjusting/voiding a claim and a sample of an adjusted CMS 1500 claim form.

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CMS 1500 (12/12) INSTRUCTIONS FOR FREE-STANDING BIRTHING CENTERS

Locator #	Description	Instructions	Alerts
1	Medicare / Medicaid / Tricare / Champva / Group Health Plan / Feca / Black Lung / Other	Required Enter an "X" in the box marked Medicaid (Medicaid #).	
1a	Insured's ID 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 I.D. number must be used to bill claims. The CCN number from the plastic I.D. card is NOT acceptable. The I.D. 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 Sex	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). 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.	

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Locator #	Description	Instructions	Alerts	
8	RESERVED FOR NUCC USE			
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 Louisiana 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 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	
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.		

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Locator #	Description	Instructions	Alerts
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	Insured'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	Situational – Complete if applicable.	
17a	Other ID #	Optional.	
17b	NPI#	Optional.	
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	Required Enter the ICD indicator to identify the current ICD coding that is being reported between the vertical, dotted lines in the upper right-hand portion of the field. 0 ICD-10-CM 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.	The most specific diagnosis codes must be used. General codes are not acceptable ICD-10 diagnosis codes must be used on claims for dates of service on or after 10/1/15.
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 "Resubmission 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.

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Locator #	Description	Instructions	Alerts
23	Prior Authorization (PA) Number	Leave Blank.	
24	Supplemental Information	Leave Blank.	
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. Code Description Birth Center	
24C	EMG	Situational – Complete if appropriate or leave blank.	
24D 24E	Procedures, Services, or Supplies Diagnosis Pointer	Required Enter the procedure code(s) for services rendered in the un-shaded area(s). Procedure Description 59409 Vaginal Delivery only If a modifier(s) is required, enter the appropriate modifier in the correct field. Modifier Description 53 Discontinued Procedure Required – Indicate the most appropriate diagnosis for each procedure by entering the appropriate reference number ("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	ID Qualifier	Optional . If possible, leave blank for Louisiana Medicaid billing.	
24J	Rendering Provider ID #	Leave Blank	

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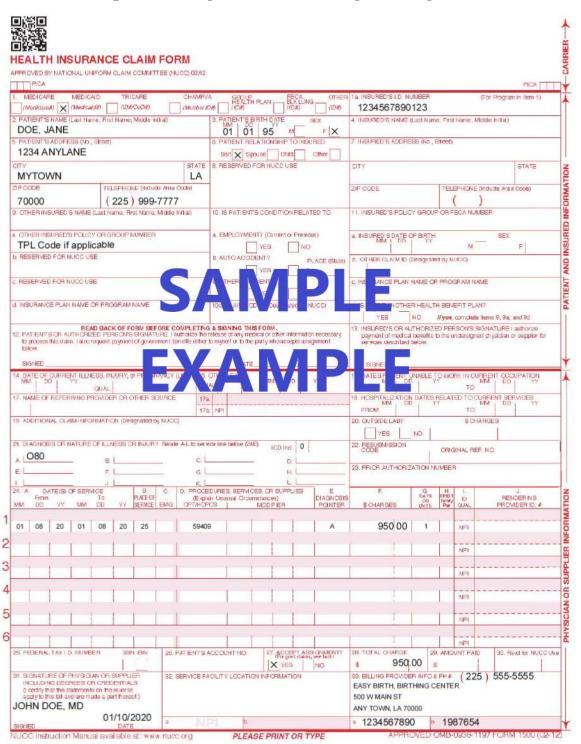
Locator #	Description	Instructions	Alerts
25	Federal Tax ID Number	Optional.	
26	Patient's Account No.	Situational – Enter the provider specific identifier assigned to the recipient. This number will appear on the Remittance Advice (RA). It may consist of letters and/or numbers and may be a maximum of 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.	
29	Amount Paid	Situational – If TPL applies and block 9A is completed, enter the amount paid by the primary payor (excluding 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	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 the signature.	
32	Service Facility Location Information	Optional.	
32a	NPI#	Optional.	
32b	Other ID#	Optional.	
33	Billing Provider Info & Ph #	Required Enter the provider name, address including zip code and telephone number.	
33a	NPI#	Required—Enter the billing provider's 10-digit NPI number.	
33b	Other ID#	Required – Enter the billing provider's 7-digit Medicaid Medicaid ID number. ID Qualifier - Optional. If possible, leave blank for Louisiana Medicaid billing. The 7-di Medicaid Number appear of claims.	

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Example of Billing for Free-Standing Birthing Centers



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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

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.

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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.

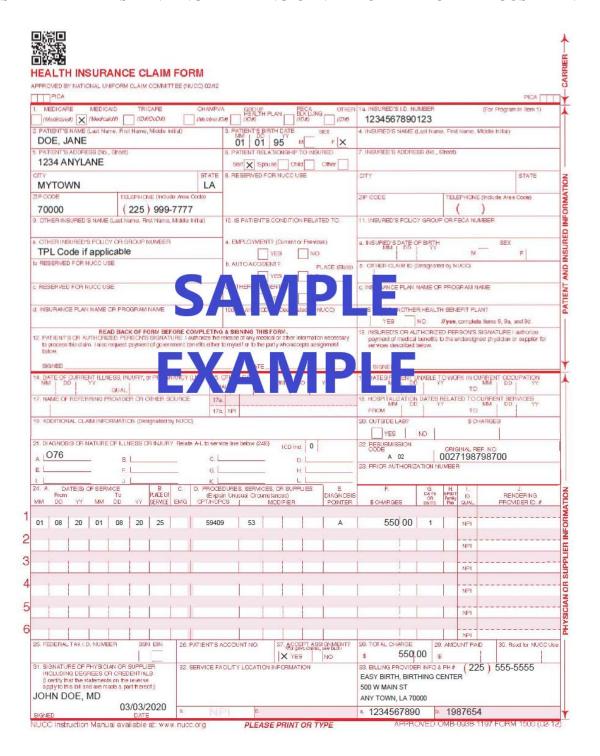
Sample forms are on the following pages.

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SAMPLE FREE-STANDING BIRTHING CENTER CLAIM FORM ADJUSTMENT



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SAMPLE CLAIM FORM

型(高型 26.2数					
HEALTH INSURANCE CLAIM FORM PPROVED BY NATIONAL UNIFORM CLAIM COMMITTEE (NUCC) 02/12					
TIPICA					PICA
1. MEDICARE MEDICAID TRICARE CHAMPS	'A GROUP FECA OTHER	1a. INSURED'S LD. NUN	MBER		(For Program in Item 1)
(Medicare#) (Medicald#) (ID#/DoD#) (Member	(ID#) (ID#)				
2. PATIENT'S NAME (Last Name, First Name, Middle Initial)	3. PATIENT'S BIRTH DATE SEX	4, INSURED'S NAME (L	ast Name, Firs	d Name,	Middle Initial)
, PATIENT'S ADDRESS (No., Street)	6. PATIENT RELATIONSHIP TO INSURED	7, INSURED'S ADDRES	3S (No., Street)		
	Self Spouse Child Other			1	
STATE	& RESERVED FOR NUCC USE	dtv.			STATE
IP CODE TELEPHONE (Include Area Code)	-	ZIP CODE	TEI	EPHONE	E (Include Area Code)
()		4 000	500	(
OTHER INSURED'S NAME (Last Name, First Name, Middle Initial)	10. IS PATIENT'S CONDITION RELATED TO:	11.INSURED'S POLICY	GROUP OR F	FECA NU	MBER
					-
, OTHER INSURED'S POLICY OR GROUP NUMBER	a. EMPLOYMENT? (Current or Provious)	a, INSURED'S DATE OF	BIRTH	M	SEX F
, RESERVED FOR NUCC USE	ts AUTO ACCIDENT? PLACE (State)	b. OTHER CLAIM ID (De	esignaled by N	Same William	
	YES NO NO			100	
RESERVED FOR NUCC USE	C, OTHER ACCIDENT?	c, INSUFANCE PLAN N	AME OR PRO	GRAMN	AME
INSURANCE PLAN NAME OR PROGRAM NAME	10d, CLAIM CODES (Designated by NUCC)	A IO THERE ANOTHER	HEATURE	ucetr or	sug.
INSURANCE PLAN NAME OR PROGRAM NAME	Tod, GCAIM COLLES (Designated by NECC)	d. IS THERE ANOTHER HEALTH BENEFIT PLAN? YES NO If yes, complete items 9, 9a, and 9d.			
READ BACK OF FORM BEFORE COMPLETING. PATIENT'S OR AUTHORIZED PERSON'S SIGNATURE I authorize be	G & SIGNING THIS FORM.	13. INSURED'S OR AUT	THORIZED PE	RSON'S	SIGNATURE I authorize
to process this claim. I also request payment of government benefits either	release of any medical or other information necessary to myself or to the party who accepts assignment	payment of medical by services described by		undersign	ned physician or supplier for
below.		- 74.1845605			
SIGNED 4. DATE OF CURRENT ILLNESS, INJURY, of PREGNANCY (LMP) 15.	OTHER DATE	SIGNED_	NARLE TO WO	DEK IN C	URRENT OCCUPATION
MM DD YY QUAL.		16. DATES PATIENT UN MM DO FROM		то	
7. NAME OF REFERRING PROVIDER OR OTHER SOURCE 17		18, HOSPITALIZATION I	DATES RELAT	TED TO C	DURRENT SERVICES
9. ADDITIONAL CLAIM INFORMATION (Designated by NUCC)	NPI NPI	FROM 20. OUTSIDE LAB?	1	TO	HARGES
S. A. D. H. C.			NO I	3 01	l l
1. DIAGNOSIS OR NATURE OF ILLNESS OR INJURY Relate A-L to ser	rice line below (24E) ICD Inc.	22. RESUBMISSION	OBI	GINAL RE	EE NO
A.I. B.L C.I	D, L	COOL	0.000		
E. F. O. I	н. Ц.	23, PRIOR AUTHORIZA	MON NUMBER	R:	
I. J. K. M. A. DATE(S) OF SERVICE B. C. D. PROCE	EDURES, SERVICES, OR SUPPLIES E.	F.	G. H.	L	J.
From To PLACE OF (Exp	ain Unusual Circumstances) DIAGNOSIS PCS MCOIFIER POINTER	\$ CHARGES	OR Family UNITS Piles	EXIAL	PROVIDER ID. #
				NPI	
			T T	NPI	
				1454	
				NPI	
				NPI	
				NPI	
				0 0	
				NPI	
S. FEDERAL TAX LD. NUMBER SSN EIN 26. PATIENT'S	For govs claims, see back)	28. TOTAL CHARGE	29. AMO	DUNT PAI	D 30. Rsvd for NUCC Us
H. SIGNATURE OF PHYSICIAN OR SUPPLIER 32, SERVICE F.	YES NO	\$ 33. BILLING PROVIDER		1	
INCLUDING DEGREES OR CREDENTIALS (I certify that the statements on the reverse	A CONTRACTOR OF THE CONTRACTOR		N. C. Standard St. College		F.
apply to this bill and are made a part thereof.)					
IONED DATE 3. N	b	a NDI	b		