

## **CLAIMS RELATED INFORMATION**

This appendix contains the following information:

- Instructions for billing using the CMS-1500 Claim Form
- Samples of the CMS-1500 Claim Form
- Instructions for adjusting or voiding a CMS-1500 claim
- Samples of a CMS-1500 Claim Form Adjustment
- Instructions for billing using the ADA Dental Claim Form
- Sample of the ADA Dental Claim Form
- Instructions for adjusting or voiding an ADA claim using the 209 Adjustment/Void Form
- Sample of the 209 Adjustment/Void Form
- Instructions for adjusting or voiding an ADA claim using the 210 Adjustment/Void Form
- Sample of the 210 Adjustment/Void Form

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**CMS 1500 (02/12) Billing Instructions for RHC Services**

Hard copy billing of Rural Health Clinics (RHC) 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:

DXC Technology  
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 website 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 the CMS 1500 claim form and samples of completed CMS-1500 claim forms; and

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

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## CMS 1500 (02/12) Billing Instructions for RHC 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 #).	
1a	Insured's ID Number	<b>Required</b> – Enter the beneficiary's 13 digit Medicaid I.D. number exactly as it appears when checking beneficiary eligibility through MEVS, eMEVS or REVS.  <b>NOTE:</b> The beneficiary's' 13-digit Medicaid ID number <u>must</u> 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	Leave Blank.	
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. This 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 Use	Leave Blank.	
9c	Reserved for NUCC Use	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	Patient'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	<p><b>Situational</b> – Complete if applicable.</p> <p>In the following circumstances, entering the name of the appropriate physician block is <b>required</b>:</p> <p>If the beneficiary is a lock-in beneficiary and has been referred to the billing provider for services, enter the lock-in physician's name.</p>	
17a	Unlabeled	Leave Blank.	
17b	NPI#	Leave Blank.	
18	Hospitalization Dates Related to Current Services	Leave Blank.	
19	ADDITIONAL CLAIM INFORMATION (Designated by NUCC)	Leave Blank.	
20	Outside Lab?	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. 0 ICD-10-CM</p> <p><b>Required</b> – Enter the most current ICD diagnosis code.</p> <p><b>NOTE:</b> The ICD-10 External Cause of Injury Codes, the "V", "W", "X", and "Y" diagnosis series codes are allowable as non-primary diagnoses codes when completing claims to be submitted to Medicaid.</p>	<p>The most specific diagnosis codes must be used. General codes are not acceptable.</p> <p>ICD-10 diagnosis codes must be used on claims for dates of service 10/1/15 forward.</p> <p>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 (<a href="http://www.lamedicaid.com">www.lamedicaid.com</a>)</p>
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>	<p>To adjust or void a claim, only the encounter line should be adjusted/voided since all payment is made on this line. The internal control number of the encounter line is used.</p>
23	Prior Authorization (PA) Number	<p><b>Situational</b> – Complete if appropriate or leave blank.</p> <p>If the services being billed must be prior authorized, the 9 digit numeric PA number is <b>required</b> to be entered.</p>	

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Locator #	Description	Instructions	Alerts
24	Supplemental Information	<p><b>Situational</b> – Applies to the detail lines for drugs and biologicals only.</p> <p><u><b>CURRENTLY, THIS IS NOT A REQUIREMENT FOR RHC PROVIDERS.</b></u></p> <p>In addition to the procedure code, the <b>National Drug Code (NDC)</b> is required by the Deficit Reduction Act of 2005 for <b>physician-administered drugs</b> and <b>shall be entered</b> in the shaded section of 24A through 24G. <u><b>Claims for these drugs shall include the NDC from the label of the product administered.</b></u></p> <p>To report additional information related to HCPCS codes billed in 24D, physicians and other providers who administer drugs and biologicals must enter the <b>Qualifier N4</b> followed by the <b>11-digit NDC</b>. Do not enter a space between the qualifier and the NDC. Do not enter hyphens or spaces within the NDC.</p> <p>Providers should then leave one space then enter the appropriate <b>Unit Qualifier</b> (see below) and the <b>actual units administered</b>. Leave three spaces and then enter the brand name as the written description of the drug administered in the remaining space.</p> <p>The following qualifiers are to be used when reporting NDC units:</p> <p>F2 International Unit ML Milliliter GR Gram UN Unit</p>	RHCs who administer drugs and biologicals must enter drug-related information in the <b>SHADED</b> section of 24A – 24G of appropriate detail lines only. This information must be entered in addition to the procedure code(s)
24A	Date(s) of Service	<p><b>Required</b> -- Enter the date of service for each procedure.</p> <p>Either six-digit (MM DD YY) or eight-digit (MM DD YYYY) format is acceptable.</p>	
24B	Place of Service	<p><b>Required</b> -- Enter the appropriate place of service code for the services rendered.</p>	
24C	EMG	<p><b>Situational</b> – Complete if appropriate or leave blank.</p>	



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Locator #	Description	Instructions	Alerts
24D	Procedures, Services, or Supplies	<p><b>Required</b> -- Enter the procedure code(s) for services rendered.</p> <p>Enter the appropriate encounter procedure code on the first line.</p> <p>Encounter Codes:</p> <ul style="list-style-type: none"> <li>• RHC encounter visit: T1015</li> <li>• RHC obstetrical service: T1015 w/TH modifier.</li> <li>• RHC EPSDT service: T1015 w/EP modifier.</li> <li>• RHC Behavioral Health encounter visit : H2020</li> </ul> <p>In addition to the encounter code, it is necessary to indicate on subsequent lines the specific services provided by entering the individual procedure code and description for each service rendered.</p>	<p>If the detail line is for drugs or biologicals, entering the appropriate information from Block 24 (above) is required.</p> <p>For claims involving TPL, a claim line with the encounter code and the encounter rate must be added to the claim.</p>
24E	Diagnosis Pointer	<p><b>Required</b> – Indicate the most appropriate diagnosis for each procedure by entering the appropriate reference letter ("A" "B", etc.) in this block.</p> <p>More than one diagnosis/reference number may be related to a single procedure code.</p>	
24F	\$Charges	<b>Required</b> -- Enter usual and customary charges, or zero when appropriate, 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>	
24J	Rendering Provider ID	<p><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>.</p> <p>Entering the Rendering Provider's NPI in the non-shaded portion of the block is <b>optional</b>.</p>	
25	Federal Tax ID 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.  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>Optional.</b>	
33	Billing Provider Info & Phone #	<b>Required</b> -- Enter the provider name, address including zip code and telephone number.	
33a	NPI#	<b>Optional</b>	
33b	Other ID#	<b>Required</b> – Enter the billing provider's 7-digit Medicaid ID number.  <b>ID Qualifier - Optional.</b> If possible, leave blank for Louisiana Medicaid billing.	<b>The 7-digit Medicaid Provider Number <u>must</u> appear on paper claims.</b>


Sample forms on the following pages

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## Sample of RHC CMS-1500 Claim Form with ICD-10 Diagnosis Code

 **HEALTH INSURANCE CLAIM FORM**  
APPROVED BY NATIONAL UNIFORM CLAIM COMMITTEE (NUCC) 02/12

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1. MEDICARE (Medicare #) <input checked="" type="checkbox"/>	MEDICAID (Medicaid #) <input checked="" type="checkbox"/>	TRICARE (ID#)	CHAMPVA (Member ID#)	GROUP HEALTH PLAN (ID#)	FECA BLK LUNG (ID#)	OTHER (ID#)	1a. INSURED'S ID NUMBER (For Program in Item 1) <b>1234567890123</b>
2. PATIENT'S NAME (Last Name, First Name, Middle Initial) <b>LOU, JANNIE</b>				3. PATIENT'S BIRTH DATE MM DD YY <b>06 19 85</b>		SEX M <input checked="" type="checkbox"/> F <input checked="" type="checkbox"/>	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 Spouse Child Other		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) a. OTHER INSURED'S POLICY OR GROUP NUMBER <b>TPL Code if applicable</b> b. RESERVED FOR NUCC USE c. RESERVED FOR NUCC USE d. INSURANCE PLAN NAME OR PROGRAM NAME				10. IS PATIENT'S CONDITION RELATED TO: a. EMPLOYMENT? (Current or Previous) YES NO b. AUTO ACCIDENT? YES NO c. OTHER ACCIDENT? YES NO 10d. RESERVED FOR LOCAL USE		11. INSURED'S POLICY GROUP OR FECA NUMBER a. INSURED'S DATE OF BIRTH MM DD YY M F b. OTHER CLAIM ID (Designated by NUCC) c. INSURANCE PLAN NAME OR PROGRAM NAME d. IS THERE ANOTHER HEALTH BENEFIT PLAN? YES, complete items 9, 9a and 9d	
12. PATIENT'S OR AUTHORIZED PERSON'S SIGNATURE (I, the undersigned, authorize the release of my medical 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 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		20. OUTSIDE LAB? YES NO \$ CHARGES	
19. ADDITIONAL CLAIM INFORMATION (Designated by NUCC)				21. DIAGNOSIS OR NATURE OF ILLNESS OR INJURY (Relate A-L to service line below 24E) ICD-10 <b>0</b> A. <b>Z30011</b> B. C. D. E. F. G. H. I. J. K. L.		22. RESUBMISSION CODE ORIGINAL REF. NO.	
23. PRIOR AUTHORIZATION NUMBER				24. A. DATE(S) OF SERVICE From To B. PLACE OF SERVICE C. EMG D. PROCEDURES, SERVICES, OR SUPPLIES (Explain Unusual Circumstances) E. DIAGNOSIS POINTER F. \$ CHARGES G. DAYS OR UNITS H. ICD-10 QUAL I. ID. J. RENDERING PROVIDER ID. #			
1 10 10 15 10 10 15 11 T1015 A 160.00 NPI 1236549875				2 10 10 15 10 10 15 11 99213 A 0.00 NPI 1236549875			
3 N400703680101 UN150.00 DEPO-ROVERA INJ 10 10 15 10 10 15 11 J1050 A 0.00 NPI 1236549875				4 NPI			
5 NPI				6 NPI			
25. FEDERAL TAX ID NUMBER SSN EIN				26. PATIENT'S ACCOUNT NO. 1234		27. ACCEPT ASSIGNMENT? (For gov. claims, see back) X YES NO	
28. TOTAL CHARGE \$ 160.00				29. AMOUNT PAID \$ 160.00		30. BALANCE DUE \$ 160.00	
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 apart hereof.) SIGNED <b>Ima Biller</b> DATE <b>10/15/15</b>				32. SERVICE FACILITY LOCATION INFORMATION		33. BILLING PROVIDER INFO & PH# (800) 222-3333 ALWAYS OPEN RHC/FQHC CLINIC 123 MAIN ST ANY TOWN, LA 70000 a. 1326547895 b. 1234567	

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

### Sample of a Claim Form

[https://www.lamedicaid.com/provweb1/billing\\_information/CMS\\_1500\\_RHC\\_FQHC.pdf](https://www.lamedicaid.com/provweb1/billing_information/CMS_1500_RHC_FQHC.pdf)

### Adjustments and Voids

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 Beneficiary/Patient Identification

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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.

**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 of a Claim Form Adjustment with ICD-10 Diagnosis Code

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

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1. MEDICARE (Medicare #) <input checked="" type="checkbox"/> MEDICAID (Medicaid #) <input checked="" type="checkbox"/> TRICARE (ID#DoD#) CHAMPVA (Member ID#) GROUP HEALTH PLAN (ID#) FECA BLK LUNG (ID#) OTHER (ID#)		1a. INSURED'S I.D. NUMBER (For Program in item 1)	
2. PATIENT'S NAME (Last Name, First Name, Middle Initial)		4. INSURED'S NAME (Last Name, First Name, Middle Initial)	
LOU, JANNIE		1234567890123	
3. PATIENT'S BIRTH DATE MM DD YY SEX		6. PATIENT RELATIONSHIP TO INSURED	
06 19 85 M F <input checked="" type="checkbox"/>		Self Spouse Child Other	
5. PATIENT'S ADDRESS (No., Street)		7. INSURED'S ADDRESS (No., Street)	
CITY STATE		CITY STATE	
ZIP CODE TELEPHONE (Include Area Code)		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. OTHER INSURED'S POLICY OR GROUP NUMBER		a. EMPLOYMENT? (Current or Previous)	
TPL Code if applicable		YES NO	
b. RESERVED FOR NUCC USE		b. AUTO ACCIDENT? PLACE (State)	
c. RESERVED FOR NUCC USE		c. INSURANCE PLAN NAME OR PROGRAM NAME	
d. INSURANCE PLAN NAME OR PROGRAM NAME		10d. RESERVED FOR LOCAL USE	
12. PATIENTS OR AUTHORIZED PERSONS SIGNATURE (I authorize 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.)		11. INSURED'S POLICY GROUP OR FECA NUMBER	
SIGNED DATE		a. INSURED'S DATE OF BIRTH MM DD YY SEX	
		MM DD YY M F	
		b. OTHER CLAIM ID (Designated by NUCC)	
		c. INSURANCE PLAN NAME OR PROGRAM NAME	
		d. IS THERE ANOTHER HEALTH BENEFIT PLAN?	
		YES NO If yes, complete items 9, 9a and 9d.	
		11. 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		15. OTHER DATE MM DD YY	
QUAL.		QUAL.	
17. NAME OF REFERRING PROVIDER OR OTHER SOURCE		18. HOSPITALIZATION DATES RELATED TO CURRENT SERVICES	
17a. 17b. NPI		FROM MM DD YY TO MM DD YY	
19. ADDITIONAL CLAIM INFORMATION (Designated by NUCC)		20. OUTSIDE LAB? \$ CHARGES	
21. DIAGNOSIS OR NATURE OF ILLNESS OR INJURY Relate A-L to service line below (24E) ICD Ind. 0		YES NO	
A. Z30011 B. C. D. E. F. G. H. I. J. K. L.		22. RESUBMISSION CODE A 02 ORIGINAL REF. NO. 5299198798700	
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 OR UNITS H. PAY PER PLAN I. ID QUAL J. RENDERING PROVIDER ID #		23. PRIOR AUTHORIZATION NUMBER	
10 10 15 10 10 15 11 T1015 A 160.00 NPI 1236548		1236549875	
25. FEDERAL TAX I.D. NUMBER SSN EIN		26. PATIENT'S ACCOUNT NO.	
1234		27. ACCEPT ASSIGNMENT? (For gov. claim, see back) X YES NO	
28. TOTAL CHARGE \$ 160.00		29. AMOUNT PAID \$ 160.00	
30. BALANCE DUE \$ 160.00		31. SIGNATURE OF PHYSICIAN OR SUPPLIER INCLUDING ADDRESS OR CREDENTIALS (I certify that the statements on the reverse apply to this bill and are made apart thereof.)	
32. SERVICE FACILITY LOCATION INFORMATION		33. BILLING PROVIDER INFO & PH# (800) 222-3333	
SIGNED Ima Biller DATE 10/15/15		ALWAYS OPEN RHC/FQHC CLINIC 123 MAIN ST ANY TOWN, LA 70000	
a. 1326547895 b. 1234567			

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

**ADA Claim Form Billing Instructions for RHC Services****Medicaid EPSDT Dental and Adult Denture Program Services**

The 2006 American Dental Association Claim Form is the only hardcopy dental claim form accepted for Medicaid reimbursement of services provided under the Medicaid EPSDT Dental Program or Adult Denture Program. These claim forms may be obtained by contacting the American Dental Association or your dental supply company.

The following billing instructions correspond to the 2006 ADA Claim Form.

**Required** information must be entered to ensure claims processing.

**Situational** information may be required only in certain situations as detailed in each instruction item.

Information on the claim form may be handwritten or computer generated and must be legible and completely contained in the designated area of the claim form.

EPSDT Dental Program and Adult Denture Program claims should be submitted to:

DXC Technology  
P. O. Box 91022  
Baton Rouge, LA 70821

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## ADA Claim Form Billing Instructions for RHC Services

Locator #	Description	Instructions	Alerts
1	Type of Transaction	<p><b>Required</b> -- Check applicable box to designate whether the claim is a statement of actual services or a request for prior authorization.</p> <p><b>Situational</b> – Check box marked “EPSDT Title XIX” if patient is Medicaid eligible and under 21 years of age.</p> <p>If block is not checked, the claim will be processed as an adult claim.</p>	<p>If a claim is being submitted for payment, you must mark “Statement of Actual Services” in Block 1 of the claim form.</p> <p>Claims for payment that are sent to DXC Technology should never include radiographs.</p>
2	Predetermination / Preauthorization Number	<b>Situational</b> – Enter the prior authorization number assigned by Medicaid when submitting a claim for services that require prior authorization.	
3	Company / Plan Name, Address, City, State, Zip Code	<b>Situational</b> – Enter the primary payer information if applicable.	
4	Other Dental or Medical Coverage?	<b>Situational</b> – If yes, complete Block 9.	
5	Name of Policyholder/Subscriber in #4 (Last, First, Middle Initial, Suffix)	<b>Situational.</b>	
6	Date of Birth (MM/DD/CCYY)	<b>Situational.</b>	
7	Gender	<b>Situational.</b>	
8	Policyholder/Subscriber ID	<b>Situational.</b>	
9	Plan/Group Number	<p><b>Situational</b> –</p> <p>If there is other coverage, the state assigned 6-digit TPL carrier code is <b>required</b> in this block. This code is returned through MEVS beneficiary eligibility inquiries as the Network Plan Identifier. The MEVS application is located on the secure portal of the web site, <a href="http://www.lamedicaid.com">www.lamedicaid.com</a>. (The carrier code list can be found at <a href="http://www.lamedicaid.com">www.lamedicaid.com</a> under the <b>Forms/Files</b> link)</p> <p>If the provider has chosen to bill the third party and Medicaid, an explanation of benefits must be attached to the claim filed with Medicaid.</p>	



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## APPENDIX D: CLAIMS RELATED INFORMATION

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Locator #	Description	Instructions	Alerts
10	Patient's Relationship to Person Named in #5	<b>Situational.</b>	
11	Other Insurance Company / Dental Benefit Plan Name, Address, City, State, Zip Code	<b>Situational.</b>	
12	Policyholder/Subscriber Name (Last, First, Middle Initial, Suffix) Address, City, State, Zip Code	<b>Required</b> -- Enter the beneficiary's last name, first name, and middle initial exactly as verified through REVS or MEVS.  Beneficiary's address is <b>optional</b> .	
13	Date of Birth (MM/DD/CCYY)	<b>Required</b> -- Enter the beneficiary's eight-digit date of birth in month, day, and year (MM/DD/CCYY). If there is only one digit in a field, precede that digit with a zero.	
14	Gender	<b>Optional</b> -- Check appropriate block.	
15	Policyholder/Subscriber ID	<b>Required</b> -- Enter the 13-digit Medicaid ID number as obtained from REVS or MEVS.  Do not use the 16-digit Card Control Number (CCN) from the beneficiary's Medicaid card.	
16	Plan / Group Number	<b>Situational.</b>	
17	Employer Name	<b>Situational.</b>	
18	Relationship to Policyholder/Subscriber in #12 above.	<b>Situational.</b>	
19	Student Status	<b>Situational.</b>	
20	Name (Last, First, Middle Initial, Suffix) Address, City, State, Zip Code	<b>Situational.</b> This field should be used only when other private insurance is primary.  <b>Note:</b> The Medicaid beneficiary's name is required to be entered in Block 12.	
21	Date of Birth (MM/DD/CCYY)	<b>Situational.</b>	
22	Gender	<b>Situational.</b>	
23	Patient ID / Account # (Assigned by Dentist)	<b>Optional</b> -- Enter a Patient ID/Account Number if one has been assigned by the dentist. If entered, this identifier will appear on the Remittance Advice.  The Patient ID/Account Number may consist of letters and/or numbers, and it may be a maximum of 20 characters.	
24	Procedure Date (MM/DD/CCYY)	<b>Required</b> -- Enter the date the service was performed in month, day, and year (MM/DD/CCYY). If there is only one digit in a field, precede that digit with a zero.  A service must have been performed/delivered before billing Medicaid for payment.	

## CHAPTER 40: RURAL HEALTH CLINICS

## APPENDIX D: CLAIMS RELATED INFORMATION

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Locator #	Description	Instructions	Alerts
25	Area of Oral Cavity	<p><b>Situational</b> – Enter the oral cavity designator when applicable for a specific procedure. Refer to the Dental Services Manual, Dental Fee Schedule for specific <b>requirements</b> regarding oral cavity designator.</p> <p>If an oral cavity designator is <b>required</b> by Medicaid, do not enter a tooth number or letter in Block 27.</p>	Only one tooth number/letter or oral cavity designator is allowed per claim line. Refer to the applicable dental program policy and/or dental program fee schedule for specific requirements regarding tooth number/letter or oral cavity designator.
26	Tooth System	Leave Blank	
27	Tooth Number(s) or Letter(s)	<p><b>Situational</b> – Enter a tooth number or letter when applicable for a specific procedure. Refer to the Dental Services Manual, Dental Fee Schedule for specific <b>requirements</b> regarding tooth number or letter.</p> <p><u>If a tooth number or letter is <b>required</b> by Medicaid, do not enter an oral cavity designator in Block 25.</u></p>	Only one tooth number/letter or oral cavity designator is allowed per claim line. Refer to the applicable dental program policy and/or dental program fee schedule for specific requirements regarding tooth number/letter or oral cavity designator.
28	Tooth Surface	<p><b>Situational</b> – Enter tooth surface(s) when procedure code reported directly involves one or more tooth surfaces. Enter up to five of the following codes:</p> <ul style="list-style-type: none"> <li>B = Buccal</li> <li>D = Distal</li> <li>F = Facial</li> <li>I = Incisal</li> <li>L = Lingual</li> <li>M = Mesial, and</li> <li>O = Occlusal</li> </ul> <p>Duplicate surfaces are not payable on the same tooth for most services. Refer to the Dental Services Manual for more information.</p>	

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## APPENDIX D: CLAIMS RELATED INFORMATION

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Locator #	Description	Instructions	Alerts
29	Procedure Code	<b>Required</b> – Enter the all-inclusive encounter code (D0999) on the first line then enter the appropriate dental procedure codes from the current version of Code on Dental Procedures and Nomenclature. The Medicaid reimbursable codes are located in the Medicaid Dental Services Manual, Dental Fee Schedule.	REMINDER: The all-inclusive encounter code (D0999) must be entered on the first line of the claim form. Tooth number/letter, surface or oral cavity designator is not required for this line. In addition to the encounter information, it is necessary to indicate on subsequent lines of the claim form, the specific dental services provided by entering the individual procedures, including all appropriate line item information for each service rendered.
30	Description	<b>Required</b> – Enter the description of the service performed.	
31	Fee	<b>Required</b> -- Enter the dentist's full (usual and customary) fee for the dental procedure reported.	
32	Other Fee(s)	<b>Leave Blank</b>	
33	Total Fee	<b>Required</b> – Total of all fees listed on the claim form.	
34	(Place an 'X' on each missing tooth)	<b>Situational</b> – Complete if applicable. Report missing teeth on each claim submission. Indicate all missing teeth with an "X". Indicate teeth to be extracted with an "/".  In the following circumstances, this information is <b>required</b> :  If the claim is for the Adult Denture Program.  If the claim is for the EPSDT Dental Program when requesting a prosthetic, space maintainer or root canal therapy.	

## CHAPTER 40: RURAL HEALTH CLINICS

## APPENDIX D: CLAIMS RELATED INFORMATION

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Locator #	Description	Instructions	Alerts
35	Remarks	<p><b>Situational</b> – Enter the amount paid by the primary payor if block 9 is completed.</p> <p>Write the words "Carrier Paid" and the amount that was paid by the carrier (including zero [\$0] payment) in this block.</p> <p>Enter any additional information <b>required</b> by Medicaid regarding requested services (including description of the patient management techniques used for which a patient management fee is billed; reason for hospitalization requests, or any additional information that the provider needs to include).</p> <p>For prior authorization requests, if the information <b>required</b> in the remarks section of the claim form exceeds the space available, the provider should include a cover sheet outlining the information required to document the requested services. If a cover sheet is used, please be sure it includes the date of the request, the beneficiary's name and Medicaid ID # and the provider's name and Medicaid ID #. A copy of this cover sheet, along with a copy of the request for prior authorization, should be kept in the patient's treatment record.</p>	
36	Authorizations	<b>Optional.</b>	
37	Authorizations	<b>Optional.</b>	
38	Place of Treatment	<p><b>Situational</b> – Check the applicable box if services are to be, or were provided, at a location other than the address entered in Block 48.</p> <p>If services were provided at a location other than the address entered in Block 48, completion of this block and Block 56 is <b>required</b>.</p>	
39	Number of Enclosures	<p><b>Situational</b> – Enter 00 to 99 in applicable boxes.</p> <p>Claims submitted for prior authorization are <b>required</b> to contain the identified attachments.</p> <p>Claims submitted for payment should not contain any of the attachments listed in Block 39.</p>	
40	Is Treatment for Orthodontics?	<p><b>Situational</b> – Complete if applicable.</p> <p>Claims requesting comprehensive orthodontic services are <b>required</b> to enter information in this block.</p> <p>Refer to the Dental Services Manual for guidelines regarding comprehensive orthodontic services.</p>	

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## APPENDIX D: CLAIMS RELATED INFORMATION

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Locator #	Description	Instructions	Alerts
41	Date Appliance Placed	<b>Situational.</b>	
42	Months of Treatment Remaining.	<b>Situational.</b>	
43	Replacement of Prosthesis	<b>Situational</b> – Check appropriate box if applicable; if checked, complete Block 44 if known.	
44	Date Prior Placement	<b>Situational</b> – If Block 43 is checked and if known, enter the appropriate 8-digit date in month, day and year (MM/DD/CCYY).	
45	Treatment Resulting from	<b>Situational</b> – If the claim is the result of Occupational Illness / Injury, Auto Accident, or Other Accident, then this Block is <b>required</b> . Check the appropriate box.	
46	Date of Accident (MM/DD/CCYY).	<b>Situational.</b> If Block 45 is completed, then this block is <b>required</b> . Enter the eight-digit date in month, day and year (MM/DD/CCYY).	
47	Auto Accident State	<b>Situational.</b> If Auto Accident is checked in Block 45, this block is <b>required</b> . Enter the state in which the auto accident occurred.	
48	Billing Dentist Name, Address, City, State, Zip Code	<b>Required.</b> Enter the name of the individual dentist if the payment is being made to an individual dentist. Enter the group name if the payment is being made to a dental group.  Enter the full address, including city, state and zip code, of the dentist or dental group to whom payment is being made.	
49	NPI	<b>Optional</b> – Enter the billing provider's 10-digit NPI number.	
50	License Number	<b>Optional.</b>	
51	SSN or TIN	<b>Optional.</b>	
52	Phone Number	<b>Required</b> -- Enter the phone number for the billing dental provider.	
52A	Additional Provider ID	<b>Required</b> – Enter the 7-digit Medicaid Provider ID of the billing dental provider.	
53	Signature	<b>Optional.</b>	
54	NPI	<b>Optional</b> – Enter the 10-digit NPI of the treating (attending) dental provider	
55	License Number	<b>Required</b> – Enter the license number of the treating (attending) dental provider.	

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**CHAPTER 40: RURAL HEALTH CLINICS**

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**APPENDIX D: CLAIMS RELATED INFORMATION****PAGE(S) 30**

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Locator #	Description	Instructions	Alerts
56	Address, City, State, Zip Code	<b>Situational</b> – Enter the full address, including city, state and zip code, where treatment was performed by treating (attending) dental provider, if different from Block 48.	
56A	Provider Specialty Code	<b>Optional.</b>	
57	Signature	<b>Optional.</b>	
58	NPI	<b>Optional</b> – Enter the 10-digit NPI of the treating (attending) dental provider	

## CHAPTER 40: RURAL HEALTH CLINICS

## APPENDIX D: CLAIMS RELATED INFORMATION

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## Sample of ADA Claim Form

<b>ADA Dental Claim Form</b>															MSA 07-02 Attachment 1				
<b>HEADER INFORMATION</b>																			
1. Type of Transaction (Mark all applicable boxes) <input checked="" type="checkbox"/> Statement of Actual Services <input type="checkbox"/> Request for Predetermination/Preadjustment <input checked="" type="checkbox"/> EPSDT / Title XIX																			
2. Predetermination/Preadjustment Number <b>123456789</b>																			
<b>INSURANCE COMPANY/DENTAL BENEFIT PLAN INFORMATION</b>																			
3. Company/Plan Name, Address, City, State, Zip Code																			
															<b>Brown, Wade 8269 Chilly Rd Winter, LA 70000</b>				
															13. Date of Birth (MM/DD/YYYY)    14. Gender <input checked="" type="checkbox"/> M    15. Policyholder/Subscriber ID (SSN or ID#) <b>08/14/2004</b> <b>1234567890123</b>				
															16. Plan/Group Number    17. Employer Name				
<b>OTHER COVERAGE</b>																			
4. Other Dental or Medical Coverage? <input checked="" type="checkbox"/> No (Skip 5-11) <input type="checkbox"/> Yes (Complete 5-11)																			
5. Name of Policyholder/Subscriber in #4 (Last, First, Middle Initial, Suffix)																			
6. Date of Birth (MM/DD/YYYY)    7. Gender <input type="checkbox"/> M <input type="checkbox"/> F    8. Policyholder/Subscriber ID (SSN or ID#)																			
9. Plan/Group Number    10. Patient's Relationship to Person Named in #5 <input type="checkbox"/> Self <input type="checkbox"/> Spouse <input type="checkbox"/> Dependent <input type="checkbox"/> Other																			
11. Other Insurance Company/Dental Benefit Plan Name, Address, City, State, Zip Code																			
<b>PATIENT INFORMATION</b>																			
18. Relationship to Policyholder/Subscriber in #12 Above <input type="checkbox"/> Self <input type="checkbox"/> Spouse <input type="checkbox"/> Dependent Child <input type="checkbox"/> Other    19. Student Status <input type="checkbox"/> FTS <input type="checkbox"/> PFS																			
20. Name (Last, First, Middle Initial, Suffix), Address, City, State, Zip Code																			
21. Date of Birth (MM/DD/YYYY)    22. Gender <input type="checkbox"/> M <input type="checkbox"/> F    23. Patient ID/Account # (Assigned by Dentist)																			
<b>RECORD OF SERVICES PROVIDED</b>																			
24. Procedure Date (MM/DD/YYYY)    25. Area of Oral Cavity    26. Tooth System    27. Tooth Number(s) (I/L/R#(s))    28. Tooth Surface    29. Procedure Code    30. Description    31. Fee																			
1. <b>1/14/12</b> <b>10</b> <b>D0999 Encounter - All Inclusive</b> <b>100.00</b>																			
2. <b>1/14/12</b> <b>D4341 Periodontal Scaling and Root Planing</b> <b>110.00</b>																			
3. <b>1/14/12</b> <b>D2954 Post &amp; Core</b> <b>94.00</b>																			
4. <b>1/14/12</b> <b>D2931 Stainless Steel Crown</b> <b>140.00</b>																			
5.																			
6.																			
7.																			
8.																			
9.																			
10.																			
<b>MISSING TEETH INFORMATION</b>																			
34. (Place an "X" on each missing tooth): Permanent: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16    Primary: A B C D E F G H I J    32. Other Fees: 30 31 30 29 28 27 26 25 24 23 22 21 20 19 18 17    T S R Q P O N M L K    33. Total Fee: <b>444.00</b>																			
35. Remarks: <b>If TPL involved: write the words "Carrier Paid" and enter the amount paid by the TPL here.</b>																			
<b>AUTHORIZATIONS</b>																			
36. I have been informed of the treatment plan and associated fees. I agree to be responsible for all charges for dental services and materials not paid by my dental benefit plan, unless prohibited by law, or the treating dentist or dental practice has a contractual agreement with my plan prohibiting all or a portion of such charges. To the extent permitted by law, I consent to your use and disclosure of my protected health information to carry out payment activities in connection with this claim.																			
X. Patient/Guardian signature _____ Date _____																			
37. I hereby authorize and direct payment of the dental benefits otherwise payable to me, directly to the below named dentist or dental entity.																			
X. Subscriber signature _____ Date _____																			
<b>BILLING DENTIST OR DENTAL ENTITY</b> (Leave blank if dentist or dental entity is not submitting claim on behalf of the patient or insured/subscriber)																			
48. Name, Address, City, State, Zip Code <b>XYZ Dental Group 8956 No Cavity Ave. Smiley, LA 70000</b>																			
49. NPI: <b>1987654321</b> 50. License Number    51. SSN or TIN																			
52. Phone Number: <b>222-999-4444</b> 53A. Additional Provider ID: <b>1234567</b>																			
<b>ANCILLARY CLAIM/TREATMENT INFORMATION</b>																			
58. Place of Treatment <input type="checkbox"/> Provider's Office <input type="checkbox"/> Hospital <input type="checkbox"/> ECF <input type="checkbox"/> Other    59. Number of Enclosures (OO to OO) (Radiographs, X-rays, etc.)																			
40. Is Treatment for Orthodontics? <input type="checkbox"/> No (Skip 41-42) <input type="checkbox"/> Yes (Complete 41-42)    41. Date Appliance Placed (MM/DD/YYYY)																			
42. Months of Treatment Remaining    43. Replacement of Prosthesis? <input type="checkbox"/> No <input type="checkbox"/> Yes (Complete 44)    44. Date Prior Placement (MM/DD/YYYY)																			
45. Treatment Resulting from <input type="checkbox"/> Occupational Stress/Injury <input type="checkbox"/> Auto accident <input type="checkbox"/> Other accident																			
46. Date of Accident (MM/DD/YYYY)    47. Auto Accident State																			
<b>TREATING DENTIST AND TREATMENT LOCATION INFORMATION</b>																			
54. I hereby certify that the procedures as indicated by date are in progress (for procedures that require multiple visits) or have been completed.																			
X. Signed (Treating Dentist) _____ Date <b>3/14/12</b>																			
54. NPI: <b>1234567890</b> 55. License Number: <b>99999</b>																			
56. Address, City, State, Zip Code    56A. Provider Specialty Code																			
57. Phone Number ( ) -    58. Additional Provider ID: <b>1987654</b>																			

### **EPSDT Dental Services Adjustment/Void (209) and Adult Dental Services Adjustment/Void (210) Form**

The EPSDT Dental Services 209 Adjustment/Void form (revision date 10/04) must be used when submitting adjustments/voids for EPSDT Dental Program services for all dates of service.

Additionally, when submitting adjustments/voids for the Adult Denture Program for all dates of service, dental providers must use the Adult Dental Services 210 Adjustment/Void form (revision date 10/04).

For both adjustment/void forms, the Form Locator 15 has been renamed as “Patient I.D./Account# Assigned by Dentist”. If the patient’s account (medical record) number is entered here, it will appear on the Medicaid Remittance Advice. It may consist of letters and/or numbers, and it may be a maximum of 20 positions.

Providers can obtain these forms from DXC Technology or through the Louisiana Medicaid website at [www.lamedicaid.com](http://www.lamedicaid.com). Instructions for completing the forms can also be obtained on the Medicaid website or within this document.



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## Instructions for Completing 209 Adjustment/Void Form (EPSDT)

Locator #	Description	Instructions	Alerts
1	Adj/Void	Check the appropriate box.	
2 3 4	Patient's Last Name, First Name, MI	<b>Adjust</b> - Enter the information exactly as it appeared on the original invoice. <b>Void</b> - Enter the information exactly as it appeared on the original invoice.	
5	Medical Assistance ID Number	<b>Adjust</b> - Enter the information exactly as it appeared on the original invoice. If you wish to change this number, you must first void the original claim. <b>Void</b> - Enter the information exactly as it appeared on the original invoice.	
6	Patient's Address	<b>Adjust</b> - Enter the information exactly as it appeared on the original invoice. <b>Void</b> - Enter the information exactly as it appeared on the original invoice.	
7	Date of Birth	<b>Adjust</b> - Enter the information exactly as it appeared on the original invoice. <b>Void</b> - Enter the information exactly as it appeared on the original invoice.	
8	Sex	<b>Adjust</b> - Enter the information exactly as it appeared on the original invoice. <b>Void</b> - Enter the information exactly as it appeared on the original invoice.	
9-14		Not Required.	
15	Patient ID/Account Number (Assigned By Dentist)	<b>Adjust</b> - Enter the information exactly as it appeared on the original invoice. <b>Void</b> - Enter the information exactly as it appeared on the original invoice.	
16	Pay to Dentist or Group	<b>Adjust</b> - Enter the information exactly as it appeared on the original invoice. <b>Void</b> - Enter the information exactly as it appeared on the original invoice.	
17	Pay to Dentist or Group Provider No.	<b>Adjust</b> - Enter the information exactly as it appeared on the original invoice. If you wish to change this number, you must first void the original claim. <b>Void</b> - Enter the information exactly as it appeared on the original invoice.	
18	Are X-Rays Enclosed	Not required.	
19	Treatment Necessitated By	<b>Adjust</b> - Enter the information exactly as it appeared on the original invoice. <b>Void</b> - Enter the information exactly as it appeared on the original invoice.	

## CHAPTER 40: RURAL HEALTH CLINICS

## APPENDIX D: CLAIMS RELATED INFORMATION

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Locator #	Description	Instructions	Alerts
20	Payment Source Other Than Title XIX	<b>Adjust</b> - Enter the information exactly as it appeared on the original invoice, unless the information is being adjusted to indicate payment has been made by a third party insurer. If TPL is involved, enter the 6-digit TPL carrier code. <b>Void</b> - Enter the information exactly as it appeared on the original invoice.	
21, 22		Leave these spaces blank.	
23	Diagram	Not required.	
24	Examination and Treatment Plan	<b>Adjust</b> - Enter the information exactly as it appeared on the original invoice, unless this information is being adjusted. <b>Void</b> - Enter the information exactly as it appeared on the original invoice.	
25	Paid or Payable by Other Carrier	<b>Adjust</b> - Enter the information exactly as it appeared on the original invoice, unless this information is being adjusted to indicate payment has been made by a third party insurer. If such payment has been made, indicate the amount paid, even if zero (\$0). <b>Void</b> - Enter the information exactly as it appeared on the original invoice.	
26	Control Number	Enter the control number assigned to the claim on the Remittance Advice that reported the claim as paid/approved.	
27	Date of Remittance Advice	Enter the date of the Remittance Advice that paid or denied claim.	
28, 29	Reasons for Adjustment/Void	Check the appropriate box and give a written explanation, when applicable.	
30	Request for Authorization	Leave this space blank.	
31	Request for Prior Authorization	Enter the 9-digit PA number assigned by Medicaid on the authorized signature line when submitting for a service that requires prior authorization.	
32	Attending Dentist's Provider Number	The provider number must be entered.	

If a new procedure or corrected procedure is entered on the adjustment form, and the new or corrected procedure requires authorization, the completed adjustment form should be submitted to the dental consultants for authorization prior to being submitted to DXC Technology for adjustment. If the code was submitted on the original invoice, and prior authorization was already obtained for the procedure, the provider does not need to submit the adjustment for approval.

## CHAPTER 40: RURAL HEALTH CLINICS

## APPENDIX D: CLAIMS RELATED INFORMATION

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## Sample of 209 Adjustment/Void Form (EPSDT)

<b>FOR PREAUTHORIZATION</b> MAIL TO: Louisiana Department of Health MEDICAID DENTAL PROGRAM P.O. BOX 9108 BATON ROUGE, LA 70821-6080		<b>FOR PAYMENT</b> REMIT TO: DXC TECHNOLOGY P.O. BOX 91082 BATON ROUGE, LA 70821 (800) 473-2783 (225) 924-5040		LOUISIANA DEPARTMENT OF HEALTH BUREAU OF HEALTH SERVICES FINANCING MEDICAL ASSISTANCE PROGRAM PROVIDER BILLING FOR EPSDT DENTAL SERVICES		<div style="border: 1px solid black; padding: 5px;"> <b>Patient ID/Account Number</b>  <div style="font-size: 2em; font-weight: bold; text-align: center;">SAMPLE</div> </div>																							
1. <input checked="" type="checkbox"/> NO <input type="checkbox"/> VOID																													
2. PATIENT'S LAST NAME (PRINT) <b>Smith</b>		3. FIRST NAME <b>Sally</b>		4. INITIAL <b>L</b>		5. MEDICAL ASSISTANCE I.D. NUMBER 1 2 3 4 5 6 7 8 9 0 1 2 3 <b>02 15 2002</b>																							
6. PATIENT'S ADDRESS (STREET NUMBER, CITY, STATE, ZIP CODE) (TEL. NO.)						7. DATE OF BIRTH <b>02 15 2002</b>																							
8. REFERRING AGENCY NO.		9. DATE OF REFERRAL		10. REFERRED FOR: <input type="checkbox"/> EMERGENCY <input type="checkbox"/> BASIC SCREENING		11. DENTIST OR GROUP REFERRED TO: NAME _____ ADDRESS _____ TEL. NO. _____																							
12. REFERRED BY (SIGNATURE)		13. TELEPHONE NO.		14. PATIENT'S ACCOUNT # ASSIGNED BY DENTIST <b>1800000</b>		15. ARE X-RAYS ENCLOSED? <input type="checkbox"/> YES <input type="checkbox"/> NO NUMBER OF X-RAYS _____																							
16. PAY TO: DENTIST OR GROUP NAME _____ ADDRESS _____ CITY _____ ST. _____ ZIP _____		17. PAY TO: DENTIST OR GROUP PROVIDER NO. <b>1800000</b>		18. TREATMENT NECESSITATED BY: A. EMPLOYMENT <input type="checkbox"/> YES <input type="checkbox"/> NO B. ACCIDENT/INJURY <input type="checkbox"/> YES <input type="checkbox"/> NO		19. PAYMENT SOURCE OTHER THAN TITLE XXX PL. CARRIER CODE: 1. _____ 2. _____ 3. _____																							
20. PROGRESS, IS THIS THE INITIAL PLACEMENT? <input type="checkbox"/> YES <input type="checkbox"/> NO		21. IF ADULT EMERGENCY SERVICE, CHECK BLOCK AND SEND TO OFS DENTAL PROGRAM <input type="checkbox"/>																											
22. EXAMINATION AND TREATMENT PLAN - LIST IN ORDER FROM TOOTH NO. 1 THRU NO. 32 - USE CHARTING SYSTEM SHOWN.																													
		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>A. TOOTH # OR LETTER</th> <th>B. SURFACE</th> <th>C. PROCEDURE CODE</th> <th>D. DESCRIPTION OF SERVICE</th> <th>E. UNITS</th> <th>F. DATE SERVICE PERFORMED MO. DAY YR.</th> <th>G. ADJUSTED FEE FOR STATE USE ONLY</th> <th>H. USUAL AND CUSTOMARY FEE</th> </tr> </thead> <tbody> <tr> <td><b>16</b></td> <td></td> <td><b>D2931</b></td> <td><b>Stainless Steel Crown</b></td> <td></td> <td><b>02 16 12</b></td> <td></td> <td><b>135 00</b></td> </tr> <tr> <td colspan="8">H. ORAL CAVITY</td> </tr> </tbody> </table>		A. TOOTH # OR LETTER	B. SURFACE	C. PROCEDURE CODE	D. DESCRIPTION OF SERVICE	E. UNITS	F. DATE SERVICE PERFORMED MO. DAY YR.	G. ADJUSTED FEE FOR STATE USE ONLY	H. USUAL AND CUSTOMARY FEE	<b>16</b>		<b>D2931</b>	<b>Stainless Steel Crown</b>		<b>02 16 12</b>		<b>135 00</b>	H. ORAL CAVITY								23. PAID OR PAYABLE BY OTHER CARRIER \$ _____	
A. TOOTH # OR LETTER	B. SURFACE	C. PROCEDURE CODE	D. DESCRIPTION OF SERVICE	E. UNITS	F. DATE SERVICE PERFORMED MO. DAY YR.	G. ADJUSTED FEE FOR STATE USE ONLY	H. USUAL AND CUSTOMARY FEE																						
<b>16</b>		<b>D2931</b>	<b>Stainless Steel Crown</b>		<b>02 16 12</b>		<b>135 00</b>																						
H. ORAL CAVITY																													
24. CONTROL NUMBER <div style="border: 1px solid black; height: 20px; width: 100%;"></div>		25. REASONS FOR ADJUSTMENT <input type="checkbox"/> 01 THIRD PARTY LIABILITY RECOVERY <input checked="" type="checkbox"/> 02 PROVIDER CORRECTIONS <input type="checkbox"/> 03 FISCAL AGENT ERROR <input type="checkbox"/> 90 STATE OFFICE USE ONLY - RECOVERY <input type="checkbox"/> 99 OTHER - PLEASE EXPLAIN <div style="margin-top: 10px;"> <b>Billed wrong tooth #; should be tooth #16, not 15.</b> </div>																											
26. REASONS FOR VOID <input type="checkbox"/> 10 CLAIM PAID FOR WRONG RECIENT <input type="checkbox"/> 11 CLAIM PAID TO WRONG PROVIDER <input type="checkbox"/> 99 OTHER - PLEASE EXPLAIN																													
I HAVE READ THE CERTIFICATION ON THE REVERSE OF THIS FORM AND DO HEREBY CERTIFY THAT I AM IN COMPLIANCE THEREWITH.																													
30. REQUEST FOR AUTHORIZATION - SEND TO LDH DENTAL PROGRAM ATTENDING DENTIST'S SIGNATURE _____ PROVIDER NUMBER _____ DATE _____		31. REQUEST FOR PRE-AUTHORIZATION (FOR STATE USE ONLY) APPROVED - YES <input type="checkbox"/> NO <input type="checkbox"/> W/EXCEPTIONS <input type="checkbox"/> <b>PA 123456780</b> AUTHORIZED SIGNATURE _____ DATE _____		32. DR. DDS ATTENDING DENTIST'S SIGNATURE _____ <b>1888888</b> PROVIDER NUMBER _____																									

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## CHAPTER 40: RURAL HEALTH CLINICS

## APPENDIX D: CLAIMS RELATED INFORMATION

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## Instructions for Completing 210 Adjustment/Void Form (Adult)

Locator #	Description	Instructions	Alerts
1	Adj/Void	Check the appropriate box.	
2 3 4	Patient's Last Name First Name MI	<b>Adjust</b> - Enter the information exactly as it appeared on the original invoice. <b>Void</b> - Enter the information exactly as it appeared on the original invoice.	
5	Medical Assistance ID Number	<b>Adjust</b> - Enter the information exactly as it appeared on the original invoice. If you wish to change this number, you must first void the original claim. <b>Void</b> - Enter the information exactly as it appeared on the original invoice.	
6	Patient's Address	<b>Adjust</b> - Enter the information exactly as it appeared on the original invoice. <b>Void</b> - Enter the information exactly as it appeared on the original invoice.	
7	Date of Birth	<b>Adjust</b> - Enter the information exactly as it appeared on the original invoice. <b>Void</b> - Enter the information exactly as it appeared on the original invoice.	
8	Sex	<b>Adjust</b> - Enter the information exactly as it appeared on the original invoice. <b>Void</b> - Enter the information exactly as it appeared on the original invoice.	
9-14		Not Required.	
15	Patient ID/Account Number (Assigned By Dentist)	<b>Adjust</b> - Enter the information exactly as it appeared on the original invoice. <b>Void</b> - Enter the information exactly as it appeared on the original invoice.	
16	Pay to Dentist or Group	<b>Adjust</b> - Enter the information exactly as it appeared on the original invoice. <b>Void</b> - Enter the information exactly as it appeared on the original invoice.	
17	Pay to Dentist or Group Provider No.	<b>Adjust</b> - Enter the information exactly as it appeared on the original invoice. If you wish to change this number, you must first void the original claim. <b>Void</b> - Enter the information exactly as it appeared on the original invoice.	
18	Are X-Rays Enclosed	Not required.	
19	Treatment Necessitated By	<b>Adjust</b> - Enter the information exactly as it appeared on the original invoice. <b>Void</b> - Enter the information exactly as it appeared on the original invoice.	

## CHAPTER 40: RURAL HEALTH CLINICS

## APPENDIX D: CLAIMS RELATED INFORMATION

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Locator #	Description	Instructions	Alerts
20	Payment Source Other Than Title XIX	<b>Adjust</b> - Enter the information exactly as it appeared on the original invoice, unless the information is being adjusted to indicate payment has been made by a third party insurer. If TPL is involved, enter the 6-digit TPL carrier code. <b>Void</b> - Enter the information exactly as it appeared on the original invoice.	
21		Not required,	
22		Leave blank,	
23	A-G	<b>Adjust</b> - Enter the information exactly as it appeared on the original invoice unless this information is being adjusted. <b>Void</b> - Enter the information exactly as it appeared on the original invoice,	
24	Paid of Payable by Other Carrier	<b>Adjust</b> - Enter the information exactly as it appeared on the original invoice, unless this information is being adjusted to indicate payment has been made by a third party insurer. If such payment has been made, indicate the amount paid, even if zero (\$0). <b>Void</b> - Enter the information exactly as it appeared on the original invoice,	
25	Other Information	Leave blank,	
26	Control Number	Enter the control number assigned to the claim on the Remittance Advice that reported the claim as paid/approved.	
27	Date of Remittance Advice	Enter the date of the Remittance Advice that paid or denied claim,	
28, 29	Reasons for Adjustment/Void	Check the appropriate box and give a written explanation, when applicable.	
30	Request for Authorization	Leave this space blank.	
31	Request for Prior Authorization	Enter the 9-digit PA number assigned by Medicaid on the authorized signature line when submitting for a service that requires prior authorization,	
32	Attending Dentist's Provider Number	The provider number must be entered.	

If a new procedure or corrected procedure is entered on the adjustment form, and the new or corrected procedure requires authorization, the completed adjustment form should be submitted to the dental consultants for authorization prior to being submitted to DXC Technology for adjustment. If the code was submitted on the original invoice, and prior authorization was already obtained for the procedure, the provider does not need to submit the adjustment for approval.

## CHAPTER 40: RURAL HEALTH CLINICS

## APPENDIX D: CLAIMS RELATED INFORMATION

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## Sample of 210 Adjustment/Void Form (Adult)

FOR PREAUTHORIZATION MAIL TO: LSU SCHOOL OF DENTISTRY MEDICAID DENTAL PROGRAM 1100 FLORIDA AVE., BOX 510 NEW ORLEANS, LA 70119		FOR PAYMENT REMIT TO: DXC Technology P.O. BOX 01002 BATON ROUGE, LA 70821 (800) 473-2703 (225) 324-5540		LOUISIANA DEPARTMENT OF HEALTH BUREAU OF HEALTH SERVICES FINANCING MEDICAL ASSISTANCE PROGRAM PROVIDER BILLING FOR ADULT DENTAL SERVICES		Patient ID/Account Number <b>SAMPLE</b>	
1 ADJ. <input checked="" type="checkbox"/> VOID <input type="checkbox"/>		2 PATIENT'S LAST NAME (PRINT) <b>Que</b>		3 FIRST NAME <b>Susie</b>		4 MI <b>L</b>	
5 PATIENT'S ADDRESS (STREET NUMBER, CITY, STATE, ZIP CODE) (TEL. NO.)		6 DATE OF BIRTH <b>06 19 1955</b>		7 SEX <input type="checkbox"/> M <input checked="" type="checkbox"/> F		8 MEDICAL ASSISTANCE I.D. NUMBER <b>1 2 3 4 5 6 7 8 9 0 1 2 3</b>	
9 REFERRING AGENCY NO.		10 DATE OF REFERRAL		11 NAME ADDRESS TEL. NO.		12 DENTIST OR GROUP REFERRED TO.	
13 REFERRED BY: (SIGNATURE)		14 TELEPHONE NO.		15 PATIENT ID / ACCOUNT # ASSIGNED BY DENTIST		16 PAY TO: DENTIST OR GROUP PROVIDER NO. <b>180000</b>	
17 IF PROSTHESIS, IS THIS THE INITIAL PLACEMENT? <input type="checkbox"/> YES <input type="checkbox"/> NO		18 TREATMENT NECESSITATED BY: A. EMPLOYMENT <input type="checkbox"/> YES <input type="checkbox"/> NO B. ACCIDENT/INJURY <input type="checkbox"/> YES <input type="checkbox"/> NO		19 ARE X-RAYS ENCLOSED? <input type="checkbox"/> YES <input type="checkbox"/> NO		20 NUMBER OF X-RAYS	
21 PAY TO: DENTIST OR GROUP NAME ADDRESS CITY ST. ZIP		22 A. PROCEDURE CODE <b>D0999</b>		23 B. DESCRIPTION OF SERVICE <b>Encounter All Inclusive</b>		24 C. DATE SERVICE PERFORMED <b>01 20 12</b>	
25 D. ADJUSTED FEE (FOR STATE USE ONLY)		26 E. USUAL AND CUSTOMARY FEE <b>125 00</b>		27 F. ORAL CAVITY		28 G. TOOTH #	
29 (1) IS THE PATIENT EDENTULOUS? MAXILLARY: NO <input type="checkbox"/> YES <input type="checkbox"/> DATE OF LAST EXTRACTIONS MANDIBULAR: NO <input type="checkbox"/> YES <input type="checkbox"/> DATE OF LAST EXTRACTIONS		30 (2) DOES PATIENT PRESENTLY WEAR A DENTURE? MAXILLARY: NO <input type="checkbox"/> YES <input type="checkbox"/> FULL <input type="checkbox"/> PARTIAL <input type="checkbox"/> MO. YR. MANDIBULAR: NO <input type="checkbox"/> YES <input type="checkbox"/> FULL <input type="checkbox"/> PARTIAL <input type="checkbox"/> MO. YR.		31 COMMENTS:		32 INFORMATION FROM PATIENT (1) IN WHAT MONTH AND YEAR WAS YOUR LAST DENTURE MADE? UPPER LOWER (2) NAME AND ADDRESS OF DENTIST (3) HAVE YOU EVER RECEIVED A DENTURE UNDER THE MEDICAID PROGRAM? YES <input type="checkbox"/> NO <input type="checkbox"/>	
33 CONTROL NUMBER <b>2131198765400</b>		34 THIS IS FOR CHANGING OR VOIDING A PAID ITEM. (THE CORRECT CONTROL NUMBER AS SHOWN ON THE REMITTANCE ADVISE IS ALWAYS REQUIRED.)		35 DATE OF REMITTANCE ADVISE THAT LISTED CLAIM WAS PAID. <b>05/08/12</b>		36 REASONS FOR ADJUSTMENT 01 THIRD PARTY LIABILITY RECOVERY 02 PROVIDER CORRECTIONS 03 FISCAL AGENT ERROR 00 STATE OFFICE USE ONLY - RECOVERY 99 OTHER - PLEASE EXPLAIN <b>Billed wrong charge amount. Initially billed \$12.50 instead of 125.00</b>	
37 REASONS FOR VOID 10 CLAIM PAID FOR WRONG RECIPIENT 11 CLAIM PAID TO WRONG PROVIDER 99 OTHER - PLEASE EXPLAIN		38 I HAVE READ THE CERTIFICATION ON THE REVERSE OF THIS FORM AND DO HEREBY CERTIFY THAT I AM IN COMPLIANCE THEREWITH.		39 REQUEST FOR AUTHORIZATION - SEND TO OPS DENTAL PROGRAM ATTENDING DENTIST'S SIGNATURE PROVIDER NUMBER DATE		40 REQUEST FOR AUTHORIZATION (FOR STATE USE ONLY) APPROVED YES <input type="checkbox"/> NO <input type="checkbox"/> W/EXCEPTIONS <input type="checkbox"/> <b>Dr. DDS DR DDS</b> <b>1888888 05/20/12</b> ATTENDING DENTIST'S SIGNATURE PROVIDER NUMBER	

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