# Claims From A to UB

2025 IHCP Works Annual Seminar Presented By: LaToya Robertson



# Agenda

- Who is MDwise?
- Claim Submission Requirements
- Searching for a Claim on the Provider Portal
- Submitting a Corrected Claim
- Submitting a Claim Adjustment Request Form
- Submitting a Claim Dispute
- Important Reminders
- Claim Denials and Tips To Reduce Claim Denials and Rejections
- Resources





# Who is MDwise?



# **MDwise Mission and Vision**

#### Who Are We?

MDwise is your provider-led, local, Indiana-based nonprofit health care company. Our parent organization, McLaren Health Care, is a nonprofit integrated health system that believes all Indiana families should have access to high-quality health care regardless of income

#### What Is the MDwise Mission?

MDwise provides high-quality, affordable health care services and improves the well-being of our members by bringing together exceptional employees, community leaders and health care professionals

#### What Is the MDwise Vision?

MDwise strives to be the most influential, trusted choice in health plans by doing what is best for the communities we serve



# **MDwise Values**



Trust

We trust each other and act with integrity. We are authentic, empowered to act and communicate openly with candor and caring. We make decisions for the greater good. We earn the trust of those we serve through transparency and accountability. We are dependable – a promise made is a promise kept.



Innovation

We continuously improve to be easier to do business with. We challenge the status quo, generate ideas, collaborate, value diversity and demonstrate agility. We are courageous, learn from experience and adjust quickly.



Excellence

We make sound decisions and deliver quality programs with precision. We are subject matter experts and perform at our full potential by working as a team.



**Stewardship** 

We are mission-driven. We are entrusted as stewards of a company that serves members, associates, customers, business partners and our community. We care deeply about each other and all stakeholders. We are privileged to take care of our members and treat every dollar as if it were our own. We are efficient, set priorities and ensure our processes add value to enhance the member experience.



† Leadership

We are industry thought leaders and advocates. We take initiative, are accountable for results and empower those around us to be their best. We roll up our sleeves and dig in to help. We lead by example.



# Claim Submission Requirements



# CMS-1500 Billing Tips and Reminders

#### Ensure the following information is included on all CMS-1500 claims:

- Patient's Member ID number (Field 1)
  - This information can be obtained from the Member's ID card, virtual assistant system (GABBY), or Indiana Health Coverage Programs Portal verification
- Patient's name as listed on their Medicaid Card (Field 2)
  - Last Name, First Name, Middle Initial
- Tax Identification Number (TIN) (Field 25)
- Rendering Provider Taxonomy Code (Field 24I)
  - Taxonomy is indicated by qualifier ZZ or PXC listed before the taxonomy code
- Rendering NPI (Field 24j bottom half)



# CMS-1500 Billing Tips and Reminders: Field 33

Billing Provider Info Field — (Field 33)

- Rendering Address (No P.O. Box in this field)
  - Must match the SERVICE LOCATION address currently on file with IHCP where the service was rendered
- Billing Provider NPI Number (Field 33a)
- Billing Provider Taxonomy Code (Field 33b)
  - Include qualifier ZZ or PXC before taxonomy code
    - Taxonomy may be needed to establish a one-to-one NPI/Provider ID match if the provider has multiple locations.
       Required for healthcare providers if necessary for establishing a one-to-one match for the NPI in field 33a.

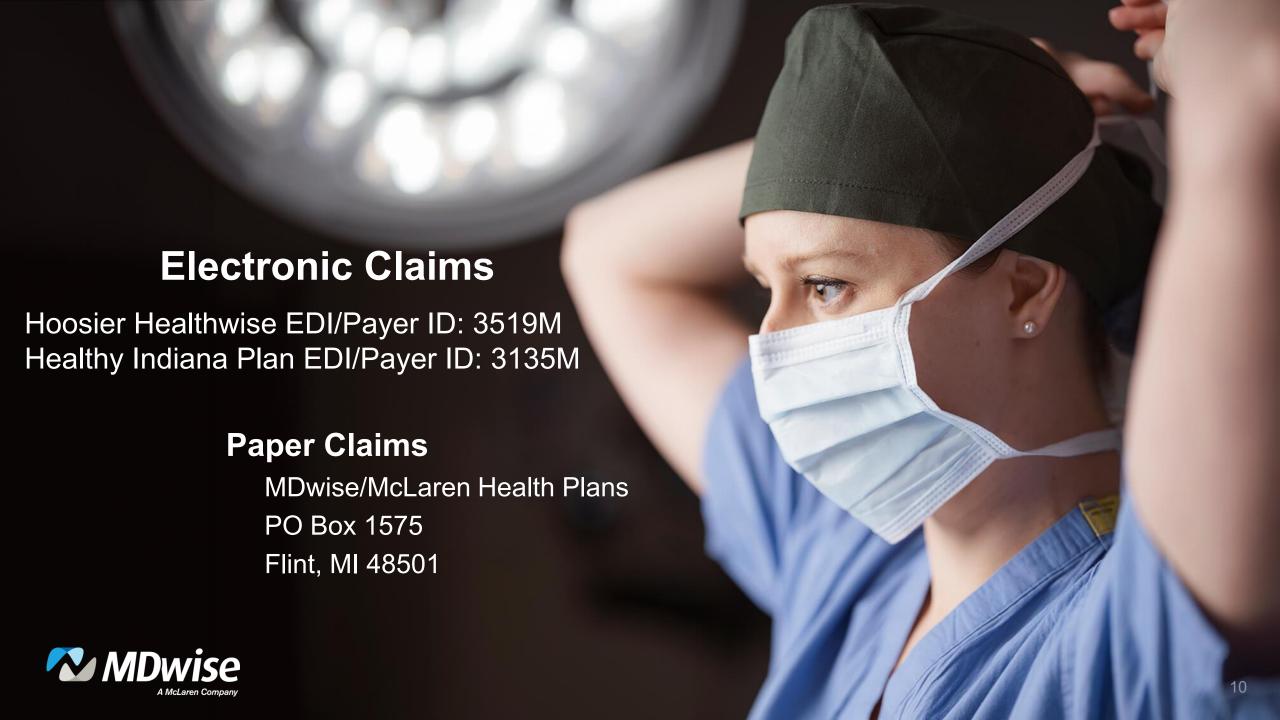


# **UB-04** Billing Tips and Reminders

#### Ensure your claims have the following information included on all UB-04 claims:

- Service location information (includes service location name and address with the expanded zip plus 4 (Field 1)
  - This address must match the service location address currently on file with the IHCP for the group or billing provider where the services were rendered.
- Tax Identification Number (TIN) (Field 5)
- Patient Status Codes (Field 17) required for Inpatient, Outpatient, Long-Term Care, Home Health and Hospice
  - Enter the patient status code indicating the member's discharge status as of the ending service date of a period covered on this bill.
- Billing Provider's Taxonomy Code (Field 81CCa)
- Attending Provider Name (Field 76)
  - Do not use the NPI of a group provider. An individual person should always be listed as the attending provider.
- Rendering NPI (Field 56)





# **Submit Claims Electronically When Able**

- Top reasons you should file electronic claims:
  - Expedites processing turnaround and potential payment timeframes
  - Reduces operation costs (no printing or postage costs)
  - Increases accuracy of data and efficient information delivery
- Tips to avoid denials on paper claims:
  - MDwise does not accept handwritten claims
  - Do not use liquid correction fluid, highlighters, stickers, labels or rubber stamps
  - Ensure printing is aligned correctly so that all data is contained within the corresponding boxes on the form



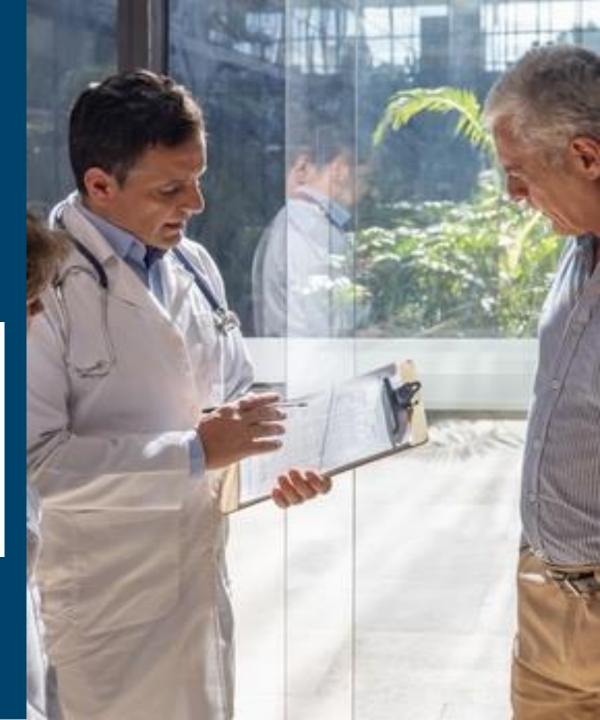
## **MDwise Claims Turnaround Timeline**

### **Processing time from date of receipt:**

- 21 calendar days for electronic clean claims
- 30 calendar days for paper clean claims

#### **Claim Timelines**

Claim Submission Type	Submission Deadline (calendar days)
MDwise Contracted Providers	90 days from the date of service
Non-Contracted Providers	180 days from the date of service
Secondary Claims	90 days from the date of the primary EOB
Claim Adjustments	60 days from the date of EOB
Claim Dispute	90 days from the date of EOB
Newborn Claims	365 days from the date of service within the first 30 days of life





# Searching for a Claim on the Provider Portal



# **Claims & Payment**

• From the home screen of your <u>myMDwise Provider Portal</u>, click the **Claims & Payment** option





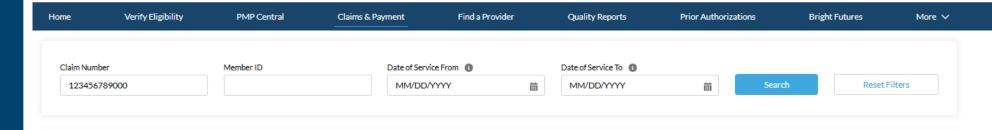




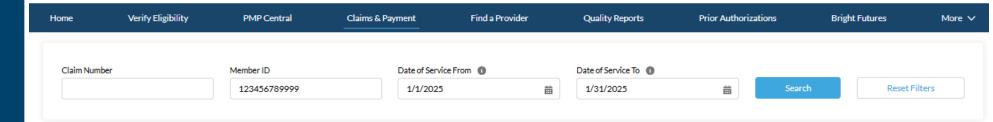


# Searching Claims on the Provider Portal

 When searching for a claim on the Provider Portal, it is best practice to use the claim number



- If the claim Number is not available, you can search by the member's ID number (MID number) and date of service
- Providers are also able to search with a Date Span



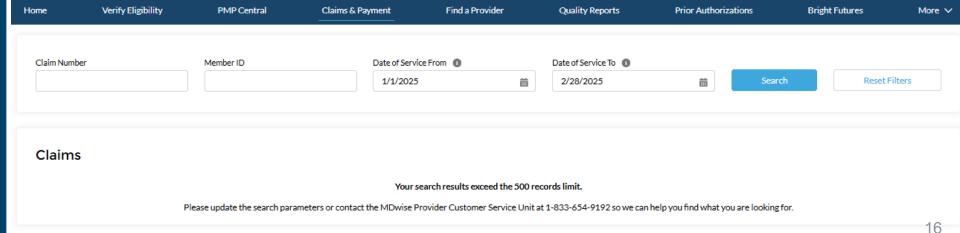


# Important Reminders When Searching a Claim

- If you are linked to more than one Tax Identification Number (TIN), please be sure that you are logged into the correct TIN for the claim in question
- Providers can use the SWITCH TIN option, located in the top right corner of your screen (under your name), to toggle between TINs



If you are using a Date Span for your claims search, you could receive an error message if the results exceed 500 records





# Submitting a Corrected Claim



### **Corrected Claim Overview**

#### What is a Corrected Claim?

 A corrected claim is a revised version of a previously submitted claim. The original claim was submitted with errors, such as incorrect patient information, coding errors or missing data

#### How does MDwise identify a corrected claim?

- A corrected claim requires a frequency code of "7" to indicate a replacement/corrected claim, accompanied by the original claim number
- How long does a provider have to submit a corrected claim?
  - A provider must submit a corrected claim within 90 calendar days of the Explanation of Benefit (EOB) date





# Ways To Submit a Corrected Claim

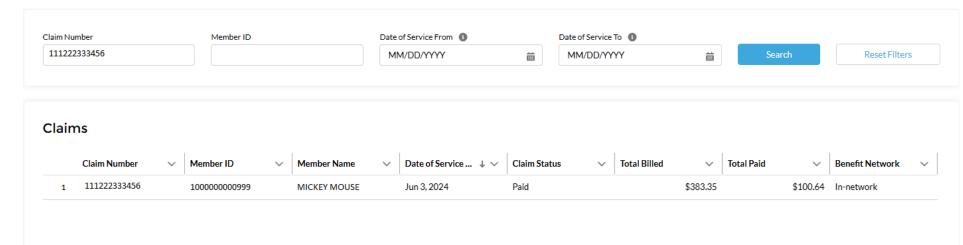
- Providers can submit a corrected claim on the Provider Portal or by resubmitting the claim with the correct resubmission code electronically/on paper.
  - On a *CMS-1500* form, in Field 22, a resubmission code of "7" alongside the original claim number indicates the provider is submitting a corrected claim.
  - On a UB-04 form, in Field 4, a resubmission code of "7" must be the third digit in the Type of Bill field. Additionally, in Field 64, the provider must enter the original claim number of the claim being corrected.

Submitting a corrected claim on the Provider Portal is preferred.



# Submitting a Corrected Claim on the Provider Portal

- Submitting a Corrected Claim via the myMDwise Provider Portal is the recommended method.
- Providers should log in to their account. Click on Claims & Payment.
   Then you can either enter your Claim Number or Member Number, and the Date of Service. Click Search.



- The claim results should populate in the box below.
- Click the Claim Number.



# myMDwise Provider Portal: Submit Corrected Claim

• Once the claim has opened, click the **Submit Corrected Claim** button.

				Submit Corrected Claim	File Claim Dispute	File a Claim Adjustment For
Claim # 111222333456						
Location Address		Member Name		Member Id		
125 N TOONSTOWN		MICKEY MOUSE		10000000009	99	
Account Name		Service Provider		Provider Tax ID		
YOUR PROVIDER GROUP		JOHN SMITT, MD		12-3456789		
Mailing Address		Line Of Business		Claim Status		
PO BOX 12345, DISNEY, CALIFORNIA 46274		HHW		Paid		
Payment Summary						
Claim Receipt Date		Payment Amount		Check Paid Date	2	
Jun 23, 2024	i	\$100.64		Feb 26, 2025		Ė
Check Number	Diagnosis Code		Line of Business		Bill Type	
2-23456	F91.3		HHW			



### **Corrected Claim Details**

**MDwise Provider Submit Corrected Claim** 

0000000000	
Date of Service	
	Ė
Tax ID #	
12-23456789	
Rendering NPI #	
0123456789	
* Phone #	
123-456-789	
Fax#	
<b>音</b>	
	Date of Service   Tax ID #  12-23456789  Rendering NPI #  0123456789  *Phone #  123-456-789  Fax #

 Click the appropriate reason for submitting the corrected claim (be sure to upload supporting documentation) and click Submit.



# Submitting a Claim Adjustment Request Form



# **Claim Adjustment Overview**

- What is a Claim Adjustment Form?
  - If a provider disagrees with the reimbursement or processing of a claim, they can submit a request for review before doing a formal dispute.
- Common reasons to file a Claim Adjustment Form:
  - If you feel your claim has been denied or paid in error, and you want your claim reconsidered
  - If the claim paid at an inappropriate rate
  - To submit attachments missing from original claim submission
- Time frame to file a Claim Adjustment Form?
  - Claim adjustment forms must be received within 60 calendar days of the most recent MDwise Explanation of Benefits (EOB).

> MDwise | Provider Forms: Claim Adjustment Form



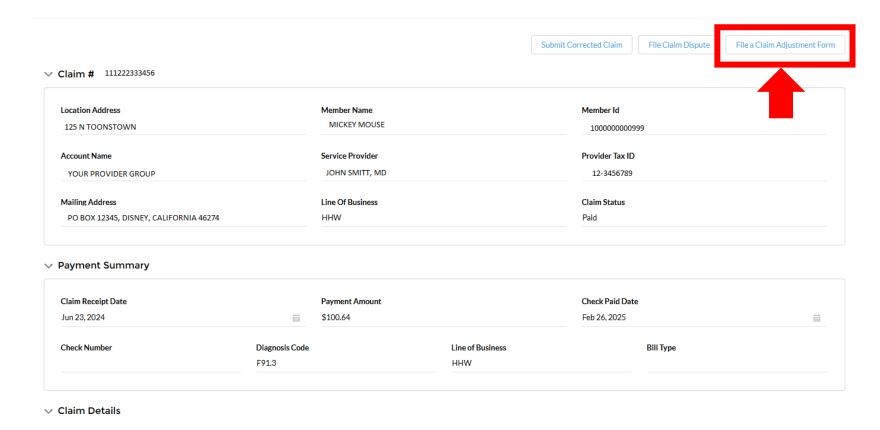
# Ways To Submit a Claim Adjustment

- Providers can submit a Claim Adjustment on the Provider Portal or by submitting a Claim Adjustment Form and emailing it to the Claims Department at MDwiseClaims@MDwise.org.
- Submitting the Claim Adjustment on the Provider Portal is preferred.



## myMDwise Provider Portal: File a Claim Adjustment Form

- Submitting a Claim Adjustment via the myMDwise Provider Portal is the recommended method.
- Once you have accessed the claim by following the previously outlined steps, the
  next action is to click the File a Claim Adjustment Form button. This will direct you
  to the pre-populated template of the claim adjustment form.





# **Claim Adjustment Details**

 Complete the required information for the Claim Adjustment Form, upload any supporting documentation and click Submit.

**MDwise Provider Claim Adjustment Request** 

Member Name	Member Medicaid ID #
Mickey Mouse	10000000099
ADwise Claim#	Date of Service
111222333456	Jun 3, 2024
Provider Name	Tax ID#
Your Provider Group	12-3456789
Office Contact	Rendering NPI #
	0123456789
Email	• Phone #
mdodger@toontown.org	123-456-7890
Claim Adjustment Form Submission Date	Fax#
前	
Reason for Request	
Your reason for the Claim Adjustment Request	
Reconsideration Reason (supporting documentation requ	uired)
Service denied for lack of authorization	PLP Review
Attach a copy of the authorization information or number	Attach ER records to prove service was Emergent under PLP Revie
Service denied as other insurance primary (COB)	Service denied for member not eligible
Attach copy of primary EOB	Provide supporting documentation
	Service did not price as expected
Service denied as a duplicate	Service did not price as expected
Service denied as a duplicate Attach documentation	
_	Other



# Where To Submit a Claim Adjustment Form

Suppose you are deciding to submit the paper copy of the Claim Adjustment Form. In that case, the completed Provider Claim Adjustment Form, a copy of the original claim, along with supporting documentation, should be sent to one of the following:

- MDwiseClaims@mdwise.org
- Fax request: (463) 426-5854

#### Note:

- For questions on the claim adjustment process and status, call MDwise Provider Customer Service Unit (PCSU) at (833) 654-9192.
- Please add the required attachments when submitting a Claim Adjustment Request Form.

#### MDwise Provider Claim Adjustment Request Form

#### COMPLETE THE FOLLOWING REQUIRED INFORMATION:

Member Name:	Member Medicaid ID #:
MDwise Claim #:	DOS:
Provider Name:	(Dates of Service (DOS) 1/1/19 and AFTER)  Tax ID#:
Office Contact:	Rendering NPI #:
Claim Adjustment Form Submission Date:	Phone #:
Email:	Fax #:
For a correction to a previously submitted claim:	For reconsideration: (supporting documentation required)
□ Date of Service □ Diagnosis Code	☐ Service denied for lack of authorization
□ Date of Service □ Diagnosis Code	



# Submitting a Claim Dispute



# **Claim Dispute Overview**

- What is a Dispute?
  - If a provider disagrees with the way the claim was processed.
- Common reason to file a Dispute:
  - Authorization Discrepancies
  - Coordination of Benefit Discrepancies
  - Timely Filing Denials
  - Eligibility Discrepancies
  - Coding Review
  - Anything that a Claim Adjustment Form did not resolve
- Timeframe to file a Dispute?
  - Claim disputes must be received within 90 calendar days of the most recent MDwise Explanation of Benefits (EOB).
  - Claims disputes will be reviewed and replied to within 30 calendar days when submitted via myMDwise Provider Portal, email or mailed.



• MDwise | Provider Forms: Dispute Form

# **Ways To Submit a Claim Dispute**

 Providers can submit a claim dispute on the Provider Portal by completing a Claim Dispute Form and sending it to the Claims Dispute Department by email (<u>cdticket@mdwise.org</u>) or by mail:

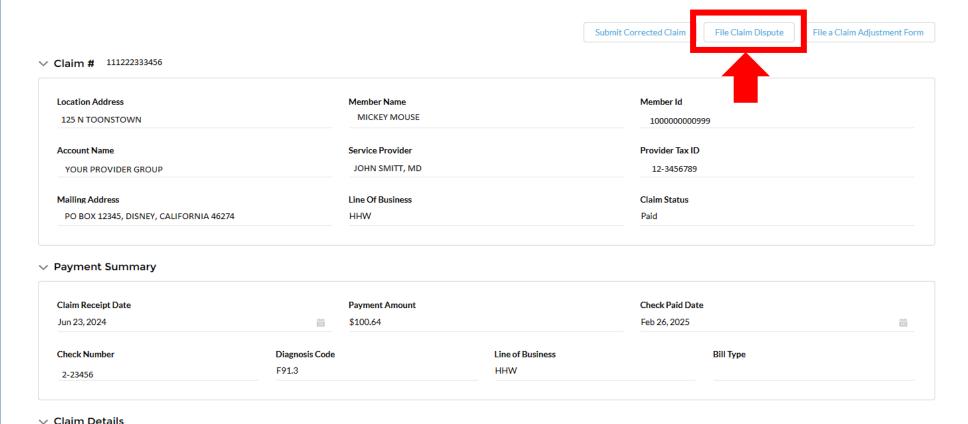
> MDwise PO Box 441423 Indianapolis, IN 46244-1423 Attn: MDwise Dispute Team

 NOTE: Submitting the Claim Dispute Form through the Provider Portal is preferred.



# myMDwise Provider Portal: File Claim Dispute

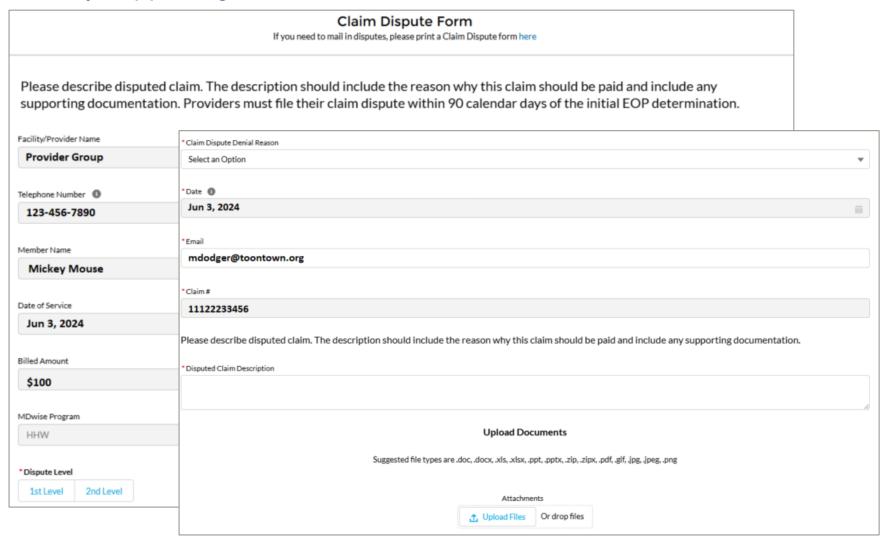
- Like a corrected claim or claim adjustment, submitting a Claim Dispute via the myMDwise Provider Portal is the recommended method.
- Once you've accessed the claim using the steps outlined earlier, the next crucial step is to click the File Claim Dispute button.





## **Claim Dispute Details**

 Complete the required information for the Claim Dispute Form, upload any supporting documentation, and click Submit.





# Where To Submit a Claim Dispute Form

- Where to submit a completed Claims Dispute Form:
  - Send via email to <a href="mailto:cdticket@mdwise.org">cdticket@mdwise.org</a>
  - A return email will be issued with a tracking ticket number
  - If email is unavailable, mail to:

MDwise PO Box 441423 Indianapolis, IN 46244-1423 ATTN: MDwise Dispute Team

- When submitting a dispute, providers should include:
  - Explanation of payment (EOP)
  - Completed dispute form
  - An explanation of the reason for disputing the claim
  - Only ONE (1) claim can be submitted PER dispute form PER portal/email.



Claims Dispute Form

Please submit disputes electronically to cdticket@mdwise.org. Only ONE claim can be submitted PER dispute form PER email. Please use a Claim Adjustment Form for corrected claims, medical records, invoices, consent forms or recoupment request: These do not constitute a dispute. Facility/Provider Name: Telephone Number: Member Name: Date of Service: Member ID #: MDwise Program: Hoosier Healthwise HIP Dispute Level: 1st Level 2nd Level Describe disputed claim. Description should include, but not be limited to the following items: reason given for denial and position statement that explains why this claim should be paid. Please attach, as available, explanation of payment, denial letter and any documentation that you believe may be relevant for your claim dispute. Form Completed By (please print): If you are unable to email disputes please mail Please provide correspondence address: them to the following address: Indianapolis, IN 46244-1423

Attn: MDwise Dispute Team



# **Important Reminders**



# **Important Reminders: My Cases**

• Once you hit the Submit button, the Status of your submitted form will say **CLOSED**. Don't be alarmed! There is no need to resubmit the form. The appropriate team has received your submission, and it is in the queue. If you need to verify you have submitted the appropriate form, providers should go to the **MORE** option on the toolbar. Click **MY CASES**.



The next screen will list the types of requests and member information for cases you have submitted. This list will be all-inclusive.

MICKEY MOUSE 00012345 Claim Dispute 1234567890 Closed May 5, 2025 May 5, 2025 MICKEY MOUSE 2345678901 Claim Dispute Closed May 5, 2025 May 5, 2025 00012346 Claim Correction Request DAFFY DUCK 3456789012 Closed Apr 24, 2025 Apr 24, 2025 00012387 3456789013 Closed Apr 24, 2025 Apr 24, 2025 Claim Correction Request DAFFY DUCK 00024596 Claim Correction Request MINNIE MOUSE Closed Apr 24, 2025 Apr 24, 2025 4567890123 00024597



# Claim Denials Tips to Reduce Claim Denials and Rejections



## **Most Common Reasons for Claim Denials of 2025**

- 1. Timely filing
- 2. Billing errors (following IHCP guidelines)
- 3. Prior authorization
- 4. Provider not enrolled
- 5. Missing or invalid information on claim form





### Tips for Reducing Claim Denials and Rejections

- Submit the Claim on Time
  - Contracted providers have 90 calendar days from Date of Service (DOS) and Non-contracted providers have 180 calendar days from DOS
- Collect Accurate and Complete Patient Information
  - Ensure the name matches the IHCP enrollment files.
  - Ensure the correct MCE is billed
- Verify Referrals, Authorizations and Medical Necessity Determinations
  - Ensure that your referral number is listed on your claim
  - Providers are encouraged to check the <u>Prior Authorization</u> resources to determine if services require a PA



#### **Avoiding Claim Denials and Rejections**

- Ensure Accurate Coding
  - Ensure correct HCPCs and/or Code Sets are billed
- Know Your Payers And Their Rules
  - Refer to the IHCP Modules
- Review Revenue/CPT Code Indicators on UB-04
  - See Revenue Codes with Special Procedure Code Linkages Code Sets
- Present on Admission (POA) indicator is missing or invalid for ICD-10 diagnosis codes
- Ensure your providers are enrolled correctly
  - Review Provider Rosters on MProvider Connect to ensure providers are linked to the correct locations, in the correct payer network and as the correct provider type.



### Claim Denials vs. Rejected Claims

#### What is a Denied Claim?

 Claim that has been adjudicated by the payer and will include an EOP with a denial code and description.

#### What is a Rejected Claim?

- Rejected claims are returned to the provider or Electronic Data Interchange (EDI) vendor without registering in the claim processing system.
- Provider must resubmit the claim within the timely filing limit.
- Rejected claims do not extend the timely filing limit.
- Rejected claims cannot be reprocessed, corrected, disputed or appealed.



### Resources



 Pharmacy Claims should be submitted to MedImpact:

Pharmacy Resources
Electronic claims
BIN - 017142
PCN - ASPROD1
RX GROUP - MDW

 MedImpact Customer Service for Hoosier Healthwise and HIP prescribers, members and pharmacies:

- · (844) 336-2677
- 24 hours, 7 days per week





#### **Links and Resources**

- MDwise Website
- MDwise Prior Authorization
- MDwise Provider Manual
- Billing and Claims
- Claim Forms
  - Claim Adjustment Request Form
  - Claim Dispute Form
  - Provider Refund Remittance Form
- Claim Inquiries: Providers can use <u>myMDwise Provider Portal</u> to view the status of claims quickly.
- MDwise Claims: Provider Customer Service Unit: (833) 654-9192 Monday through Friday, 8:00 a.m. to 8:00 p.m. (Eastern Time Zone)
- MDwise Customer Service: (800) 356-1204 Monday through Friday, 8:00 a.m. to 8:00 p.m. (Eastern Time Zone)
- MDwise Contact Information
  - Quick Contact Guide
  - Provider Relations Territory Map



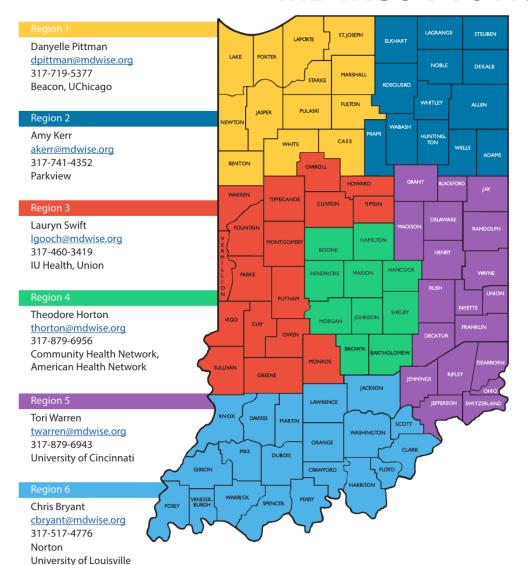
#### **IHCP Links**

- Indiana Medicaid: Home
  - IHCP Code Sets
  - **IHCP Modules**
  - IHCP Bulletins
  - IHCP Fee Schedules





#### **MDwise Provider Relations Team**



#### PROVIDER GROUP REPRESENTATIVES

**Provider Groups Tonya Trout** 

Ascension St. Vincent ttrout@mdwise.org Franciscan Alliance 317-766-0505

> Home Health and Hospice Skilled Nursing Facilities (SNFs)

LaToya Robertson **Provider Groups** 

Federally Qualified Health Centers (FQHCs) Irobertson@mdwise.org

Rural Health Center (RHCs) 317-552-8420

Community Mental Health Centers (CMHCs)

Eskenazi Health

LeAnne Ramsey **Provider Groups** 

DME and HME Iramsey@mdwise.org

**Laboratory Services** 317-460-4697

> **Dialysis Clinics ABA Providers**

**Out of State Providers** 

#### PROVIDER RELATIONS LEADERSHIP

**Amanda Deaton** Josh Burger

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317-914-5953

**Director of Provider Relations** 

iburger@mdwise.org

317-460-4510



### Questions?



# Thank you!



Please take a few moments to complete the event and session evaluations. We appreciate your feedback!

