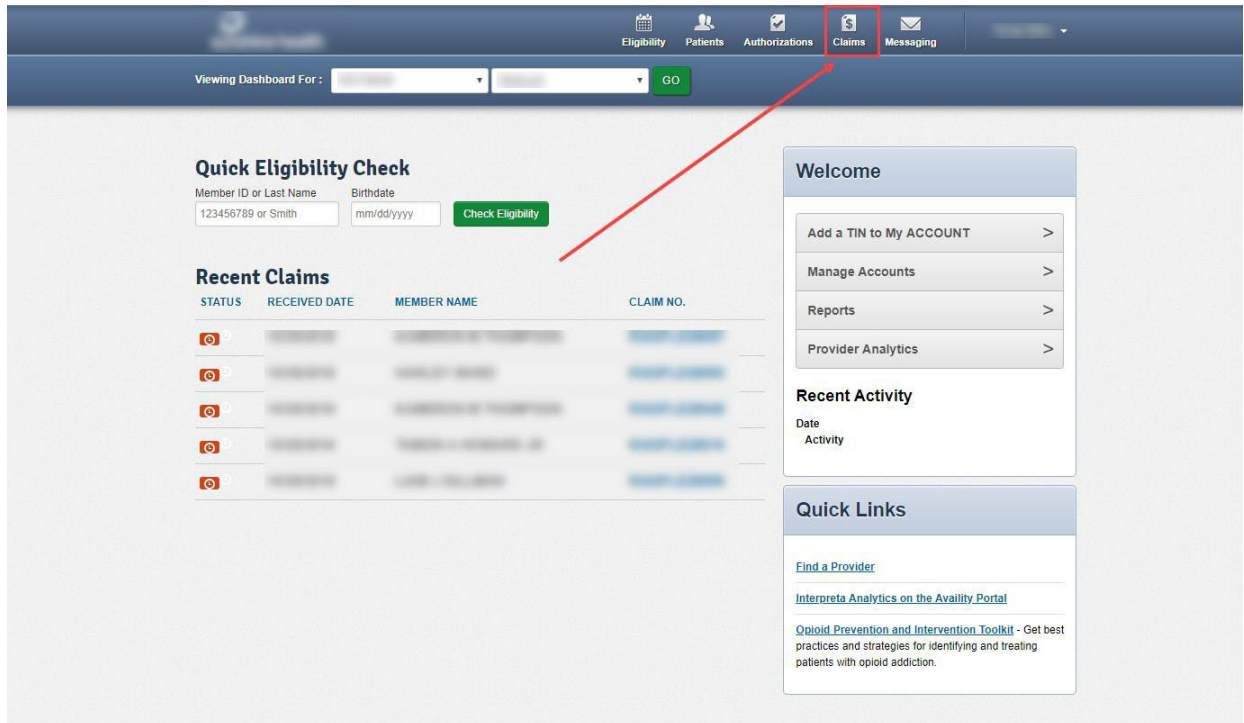# Multiple Claim Submission Wizard Use Guide

Who?   Multiple Claim Submission Wizard was designed to be used by Physical, Occupational and Speech Therapy Service Providers for billing the services listed below:

- Home Health Physical Therapy
- Home Health Occupational Therapy
- Home Health Speech Therapy

Why?   To create and submit multiple Home Health Physical Therapy, Occupational Therapy and Speech Therapy claims in a single submission.
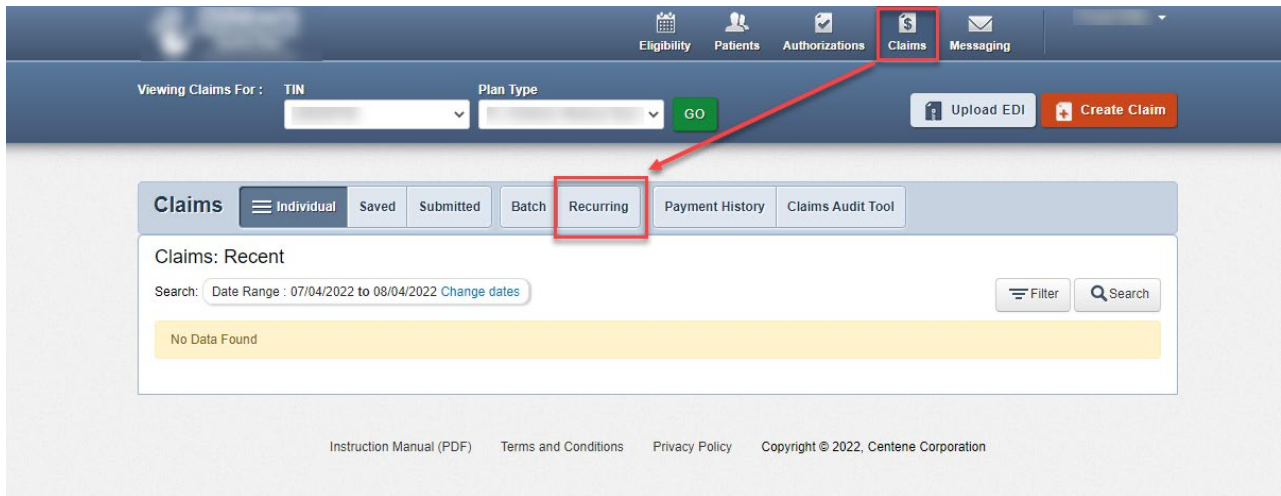
Getting Started

Accessing the Wizard   To create Home Health Physical Therapy, Occupational Therapy and Speech Therapy Services claims using the Multiple Claim Submission Wizard click on Claims tab.
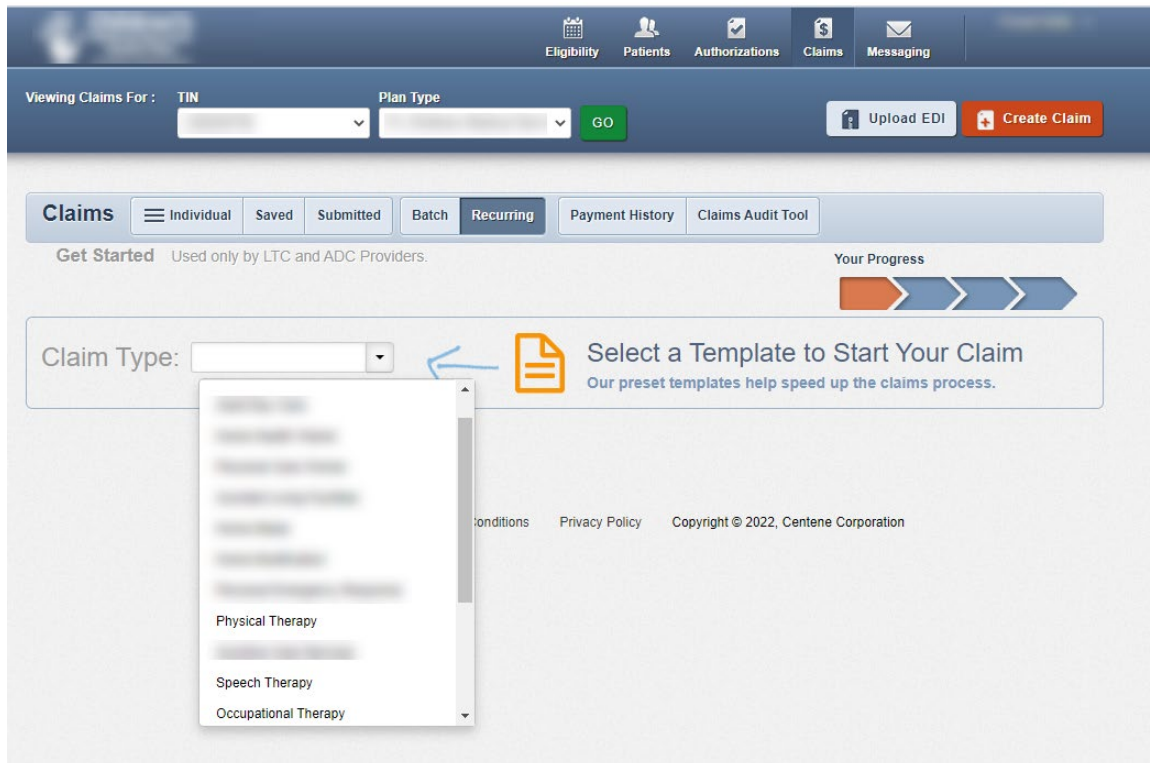
Click on the Recurring tab to access the Wizard.

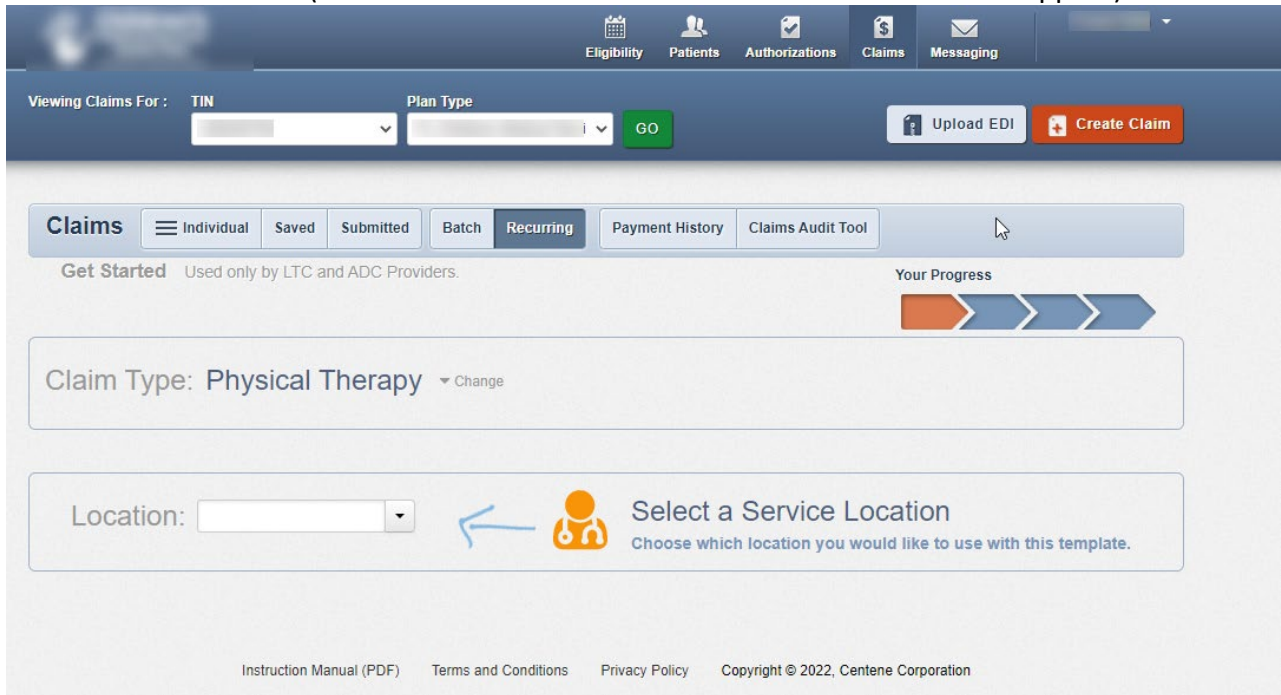Select a template to start your claim from the drop down. The example below uses a HCFA 1500 form.

The template is designed to speed up the claim submission process and contains pre-coded claim data.
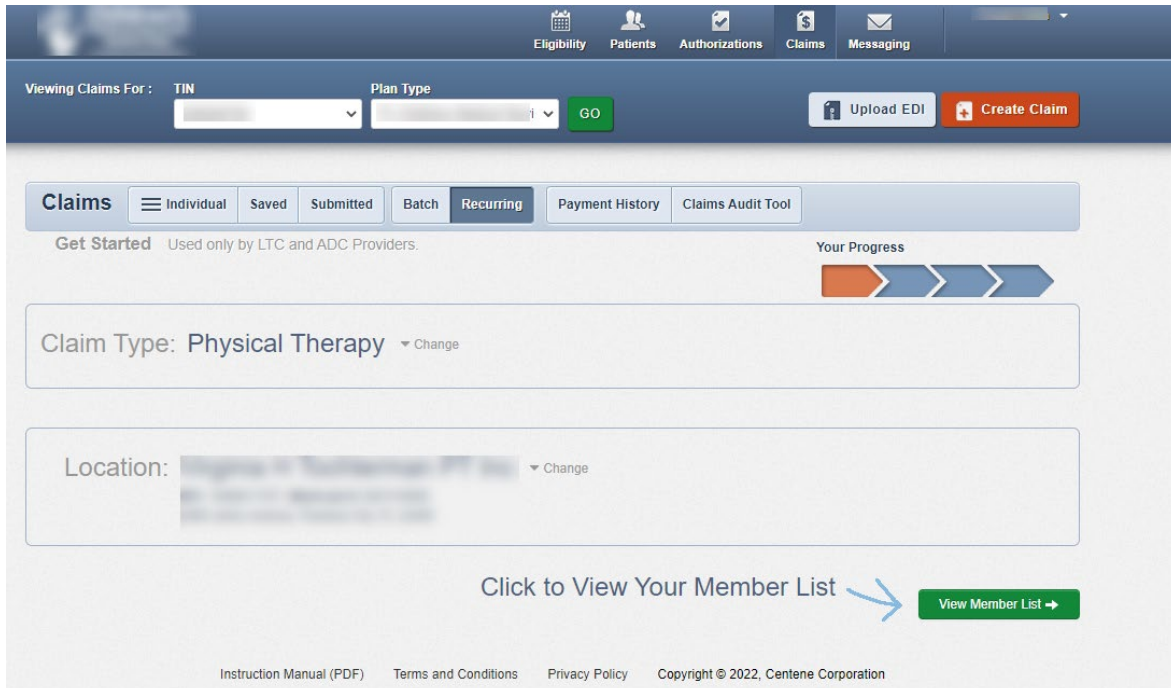
Select Template (1500 HCFA)

Service Location

Service Location   Select the desired service address from the dropdown.
                       (Please contact Health Plan if correct location does not appear)

Member List

View member List   Click to view your member list:

⚠️ Member lists are created using Member (Medicaid) ID or Last Name and Birthdate. The member list only needs to be created once, during your first time using the Claim Submission Wizard.

Add Member   Enter Member ID or Last Name and Birthdate. Member ID is the Medicaid ID on the member ID card. Click Add Member.

You will see "Member Added" message. You can either enter another member or move on to create claim(s).

Under **Actions** click the X to remove the member from your member list.

Member records are listed in alphabetic order by last name. If you are unable to locate a member, double check that the member id and birthdate were entered correctly. If still not found, return to Eligibility Check to verify the members eligibility.

Note: To save time, if the DOS Start and DOS End or the Days/Units are the same for all checked members enter the dates at bottom and either click Update All DOS or Update All Units. The Modifier (if required), Total Charges, and Days/Units must be entered for each selected member.
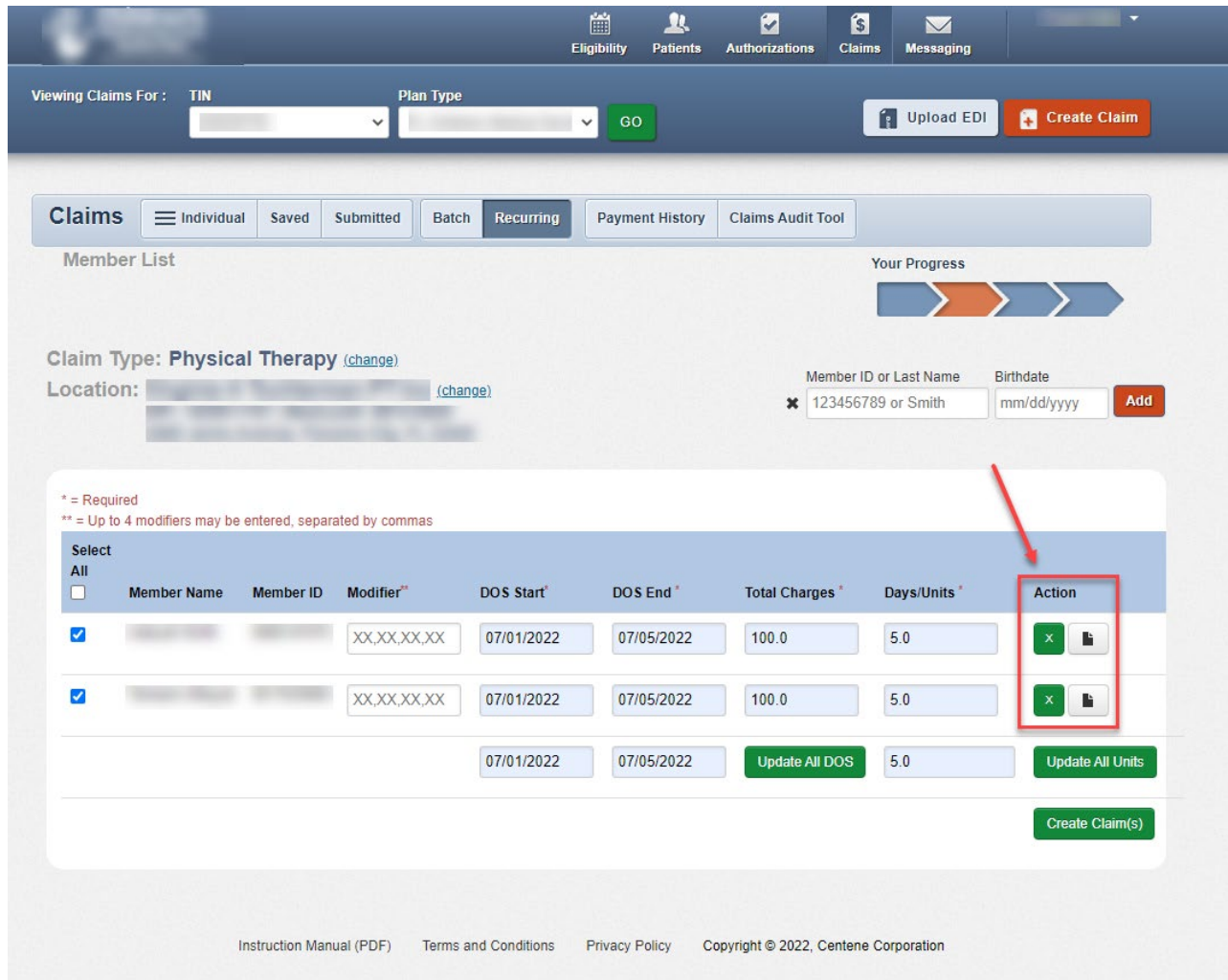
* = Required
** = Up to 4 modifiers may be entered, separated by commas

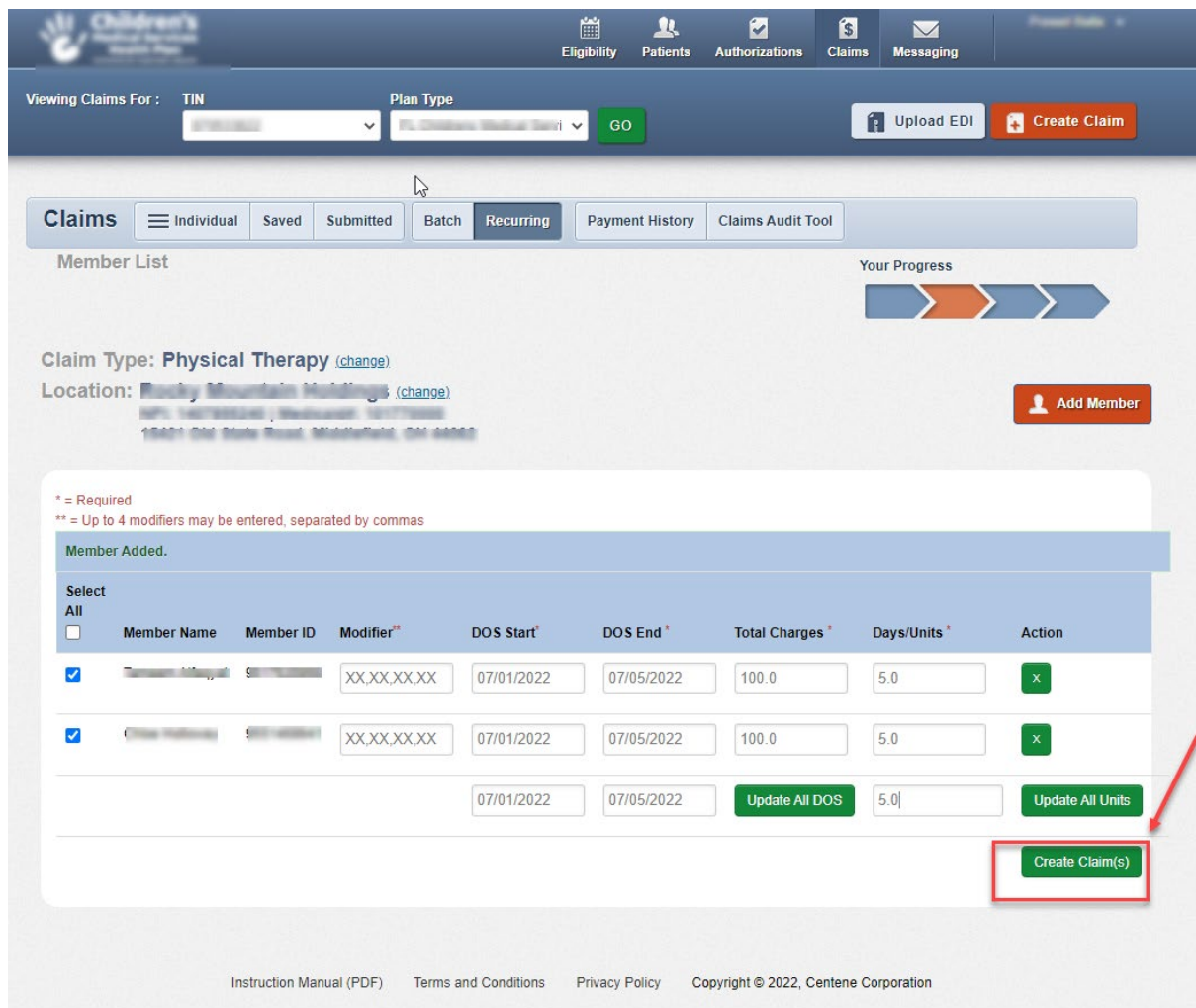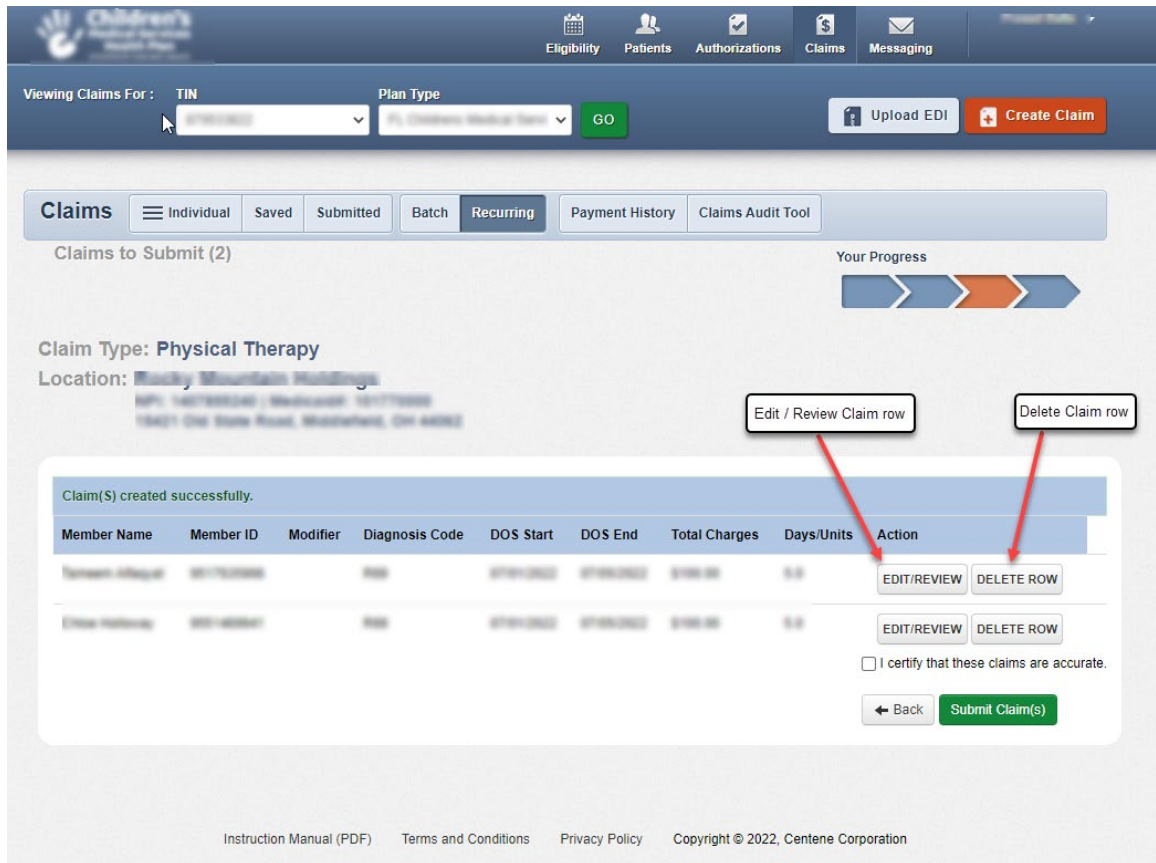| Select All ☐	Member Name	Member ID	Modifier**	DOS Start*	DOS End*	Total Charges*	Days/Units*	Action
☐			XX,XX,XX,XX	MM/DD/YYYY	MM/DD/YYYY	XX.XX	XXXX	x 📄
☐			XX,XX,XX,XX	MM/DD/YYYY	MM/DD/YYYY	XX.XX	XXXX	x 📄
				07/01/2022	07/05/2022	Update All DOS	5.0	Update All Units
								Create Claim(s)

Create Claim (1500)

Create claim(s) by selecting the appropriate Member(s) or Select All

For each member selected enter the:

- Modifier (if applicable) Up to 4 modifiers may be entered, separated by commas
- DOS Start (First Date of Service)
- DOS End (Last Date of Service)
- Total Charges
- Number Days or Units

After entering all the required information, click **Create Claim(s)**.

Edit/Review   To review click on the action icon eye. You can review the claim or change some fields. Please closely review the Procedure Numbers and Modifiers that are about to be billed for accuracy. Some fields may not allow you to edit. If those fields need to be changed you will need to delete the claim and start over. You can click on the X to delete claim.
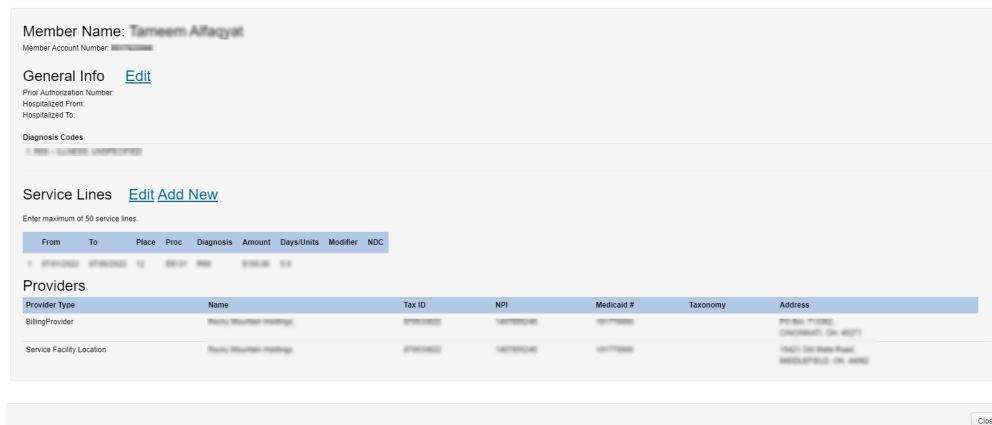
From Review claim, you can Edit or Review the claim information. Edit the existing service line information (diagnosis, place of service, procedure code) or select Add New to add additional service lines to your claims. If correct, click close to go back to submit the claim.

Adding Service Lines/Changing claim fields

After creating a claim additional service lines may be added as needed. Click on Action icon after your claim has been successfully created.

From the Review Claim view you can either Edit the existing service line or select Add New to add additional service lines to your claims.

Enter the new From and To dates, Amount and Days/Units click the green Add button. You can add up to 4 additional lines for a total of 5 lines per claims. If you want to change any of the pre-coded fields you should select Edit after you've added your new service line.

Select the Close button once you've completed adding service lines.

Certify Claim(s)

Once you've completed adding additional service line(s), check certification box and click

Submit claims.

 Success! Your claims have been submitted!

Print submitted claims

Click "Print" to print a copy of the claims submitted including the Web Reference number.
Click "Submit More Claims" to return to the claims screen to request a new template or move on to other functions.