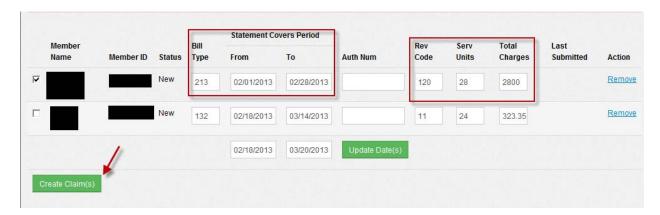
G. How do I complete the 1st CMS UB-04 Claim?

Follow steps above, log into website, select Multiple, Choose CMS UB-04 Multiple Institutional Claims Type, select Service Location and choose member from Member List (Refer to How do I add to member list above if needed). Check the member you are submitting subsequent claims for then Enter Bill Type, From to Statement dates, Rev Code, Service Units and total charges.

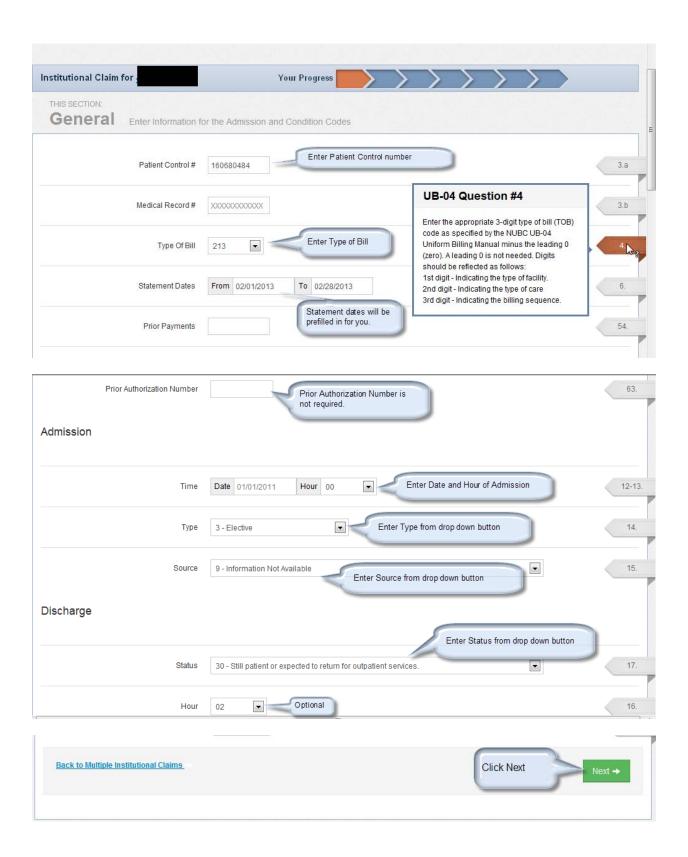
Click Creates Claim(s).



Once claim has been created click the edit button to add the claim detail coding.



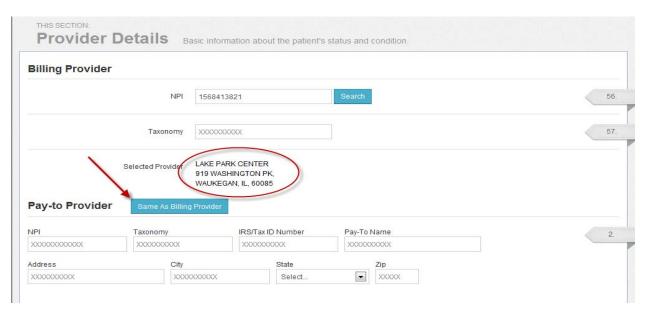
Complete the CMS 1450 claim detail coding.



Enter Billing Provider NPI number and click Search

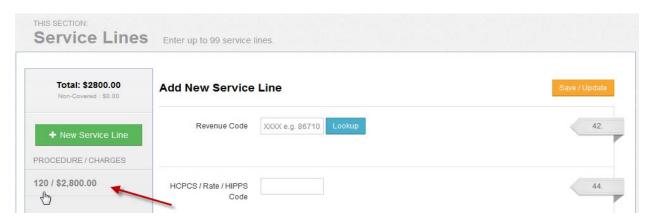


The selected provider name will appear. If there are multiple matches a selection of the correct billing provider will be required. If the Pay-to-Provider is the same as the Billing Provider click the blue button. If not the same, complete NPI and IRS/Tax ID Number of Pay-to-Provider. (Note Taxonomy Code is required by some Health Plans)

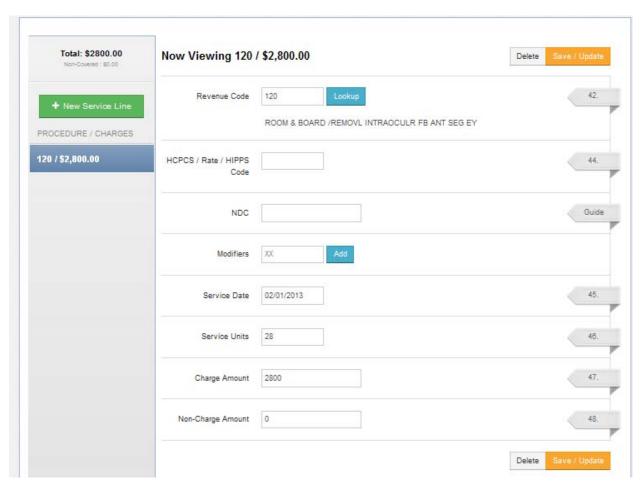


Complete the attending physician (This will not be required after 4/2/13) and Click Next.

Click on Procedure / Charges on the left side



Complete any remaining CMS UB-04 fields if needed. Click Save/Update then Next



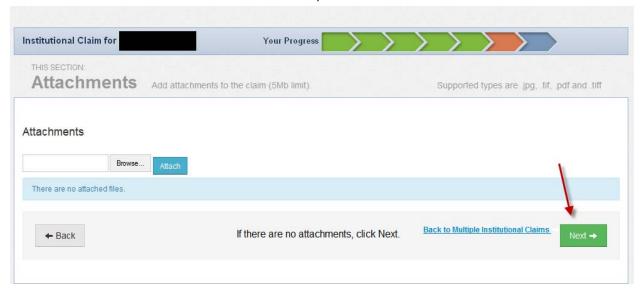
You may skip the next screen if there is no other insurance. Click Next



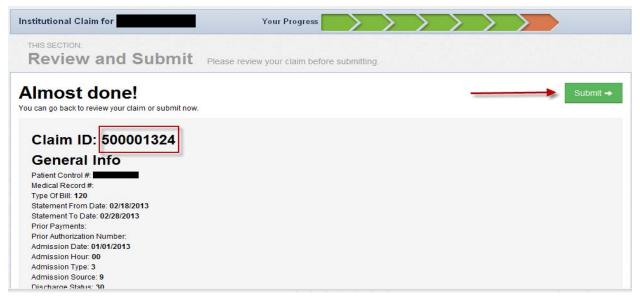
Enter all relevant diagnosis and Condition Codes and click Next

THIS SECTION: Diagnosis Codes	Enter all relevant diagnosis codes.	
Principal Diagnosis Code	XXX e.g. 1409 OA Indicator Select	67.
Admitting Diagnosis Code	XXXX e.g. 1409	69.
Diagnosis Codes (67A-Q)	XXXX e.g. 1409 POA Indicator Select Add	67.a-q
Patient Reason for Visit	XXXX e.g. 1409 Add	70.
External Cause of Injury Code (ECI)	XXXX e.g. 1409	72.
Prospective Payment Code		71.
Condition Codes	XX e.g. D0 Add	18-28.
Occurrence Codes and Span Codes	XX e.g. D0 From MM/DD/YYYY To MM/DD/YYYY Add	31-36.
Value Code	XX Amount XXXXX Add	39-41.
Procedure Codes	XXXX e.g. 1409 Procedure Date MM/DD/YYYY Add	74.
← Back	Back to Multiple Institutional Claims	Next →

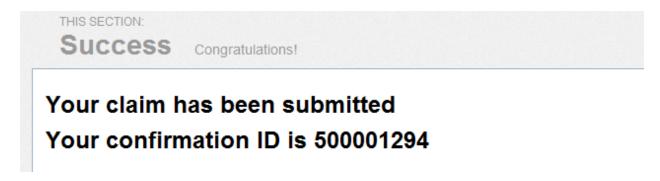
Add attachments to claim if needed but if none, click Next



Review claim for accuracy and click Submit. Make note of Claim ID for future inquires of claim status.



Your claim has been submitted. (When completed - click Claims the Multiple to bill again)



H. What about subsequent CMS UB-04 claims?

To submit subsequent UB-04 claims requires much less coding. After website log in, choose billing type, select service location and from the Member List check members that you want to submit subsequent claims. You must complete From and To dates, Serv Units and Total Charges. Bill Type and Rev Code do not need to be coded unless there's change. Click Create Claim(s)



The claim will move into the Claims Ready to be Submitted, click the claims to submit and Submit Claim(s).

