Beginning Billing Workshop Secure Web Portal 837P

Colorado Medicaid
2014

Training Objectives

- Web Portal
  - Basic overview & functions
  - Maintaining user, provider & member data
- User access & roles
- Eligibility verification & response
- 837P (Professional) claims
  - Collection of information that creates one
  - How to submit
- Accessing reports

Web Portal Advantages

- Convenient, user-friendly & easily accessible
- Available 24 hours/7 days per week
- Quick response to claim entries
- Available anywhere internet can be accessed

Trading Partner

- What is a Trading Partner (TP)?
  - Organization or provider TP number is assigned to

Trading Partner Administrator (TPA)

What is a TPA?

Information security point of contact between Department & provider's office

User appointed by organization or provider

TPA's username assigned by State Security Administrator

- Username begins with COTP, includes TP number, & ends with an "A" (COTP123456A)

What does the TPA do?

Tasks include assigning roles, adding /removing users

CMAP Web Portal technical TPA should know exact duties of each user they add to the system

This person should be readily available to users who access the Web Portal weekly

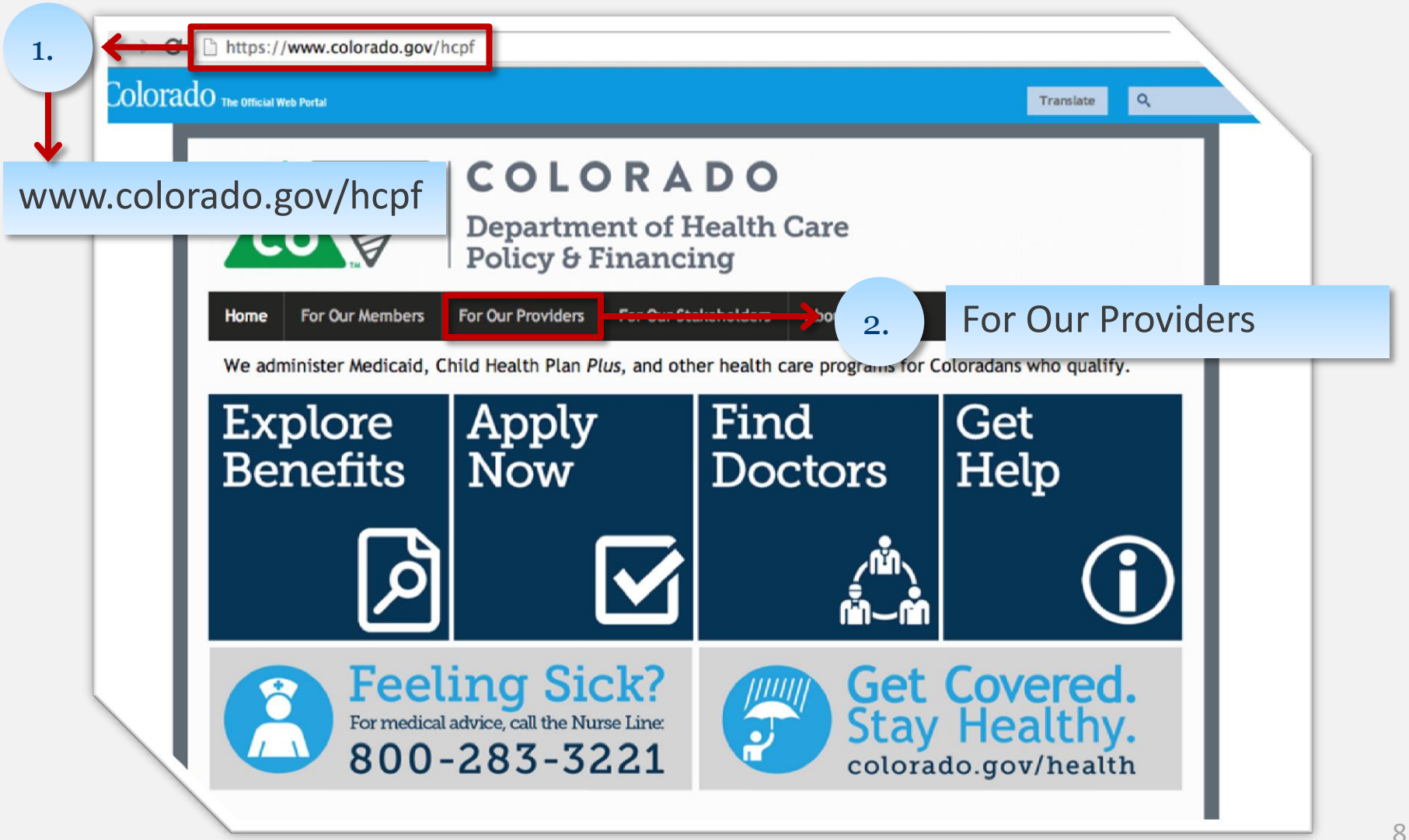
Billing Agencies / Agents

- Do not have authority to request password resets for Web Portal User Names assigned to Providers
- Issued own Trading Partner ID for purposes of billing on behalf of provider
  - When calling help desk for password resets, be prepared to self-identify as individuals submitting claims on behalf of provider
- Department reserves right to revoke or suspend previously granted user access when security violations or fraudulent activity suspected

Web Portal Login Rules

- Only **one** valid login session can be open at a time
- For security, users automatically logged-out after 30 minutes of inactivity
- Passwords
  - Are case-sensitive
  - Must be between 8 & 16 characters
  - Must contain at least one alphabetic & one numeric character
  - Cannot be re-used
- For login problems, use “I forgot my password” link on log-in page or contact TPA

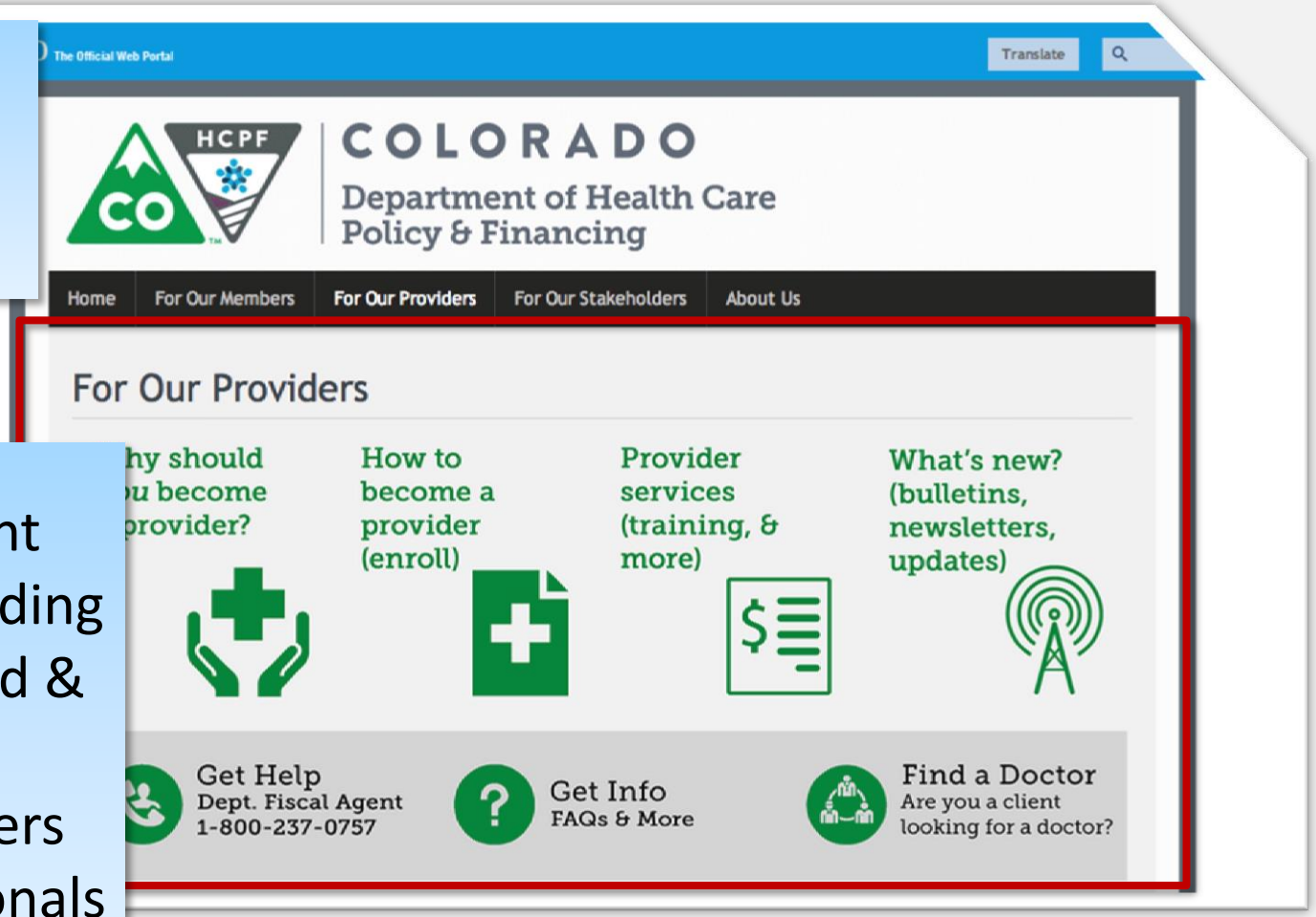
NEW! Department Website



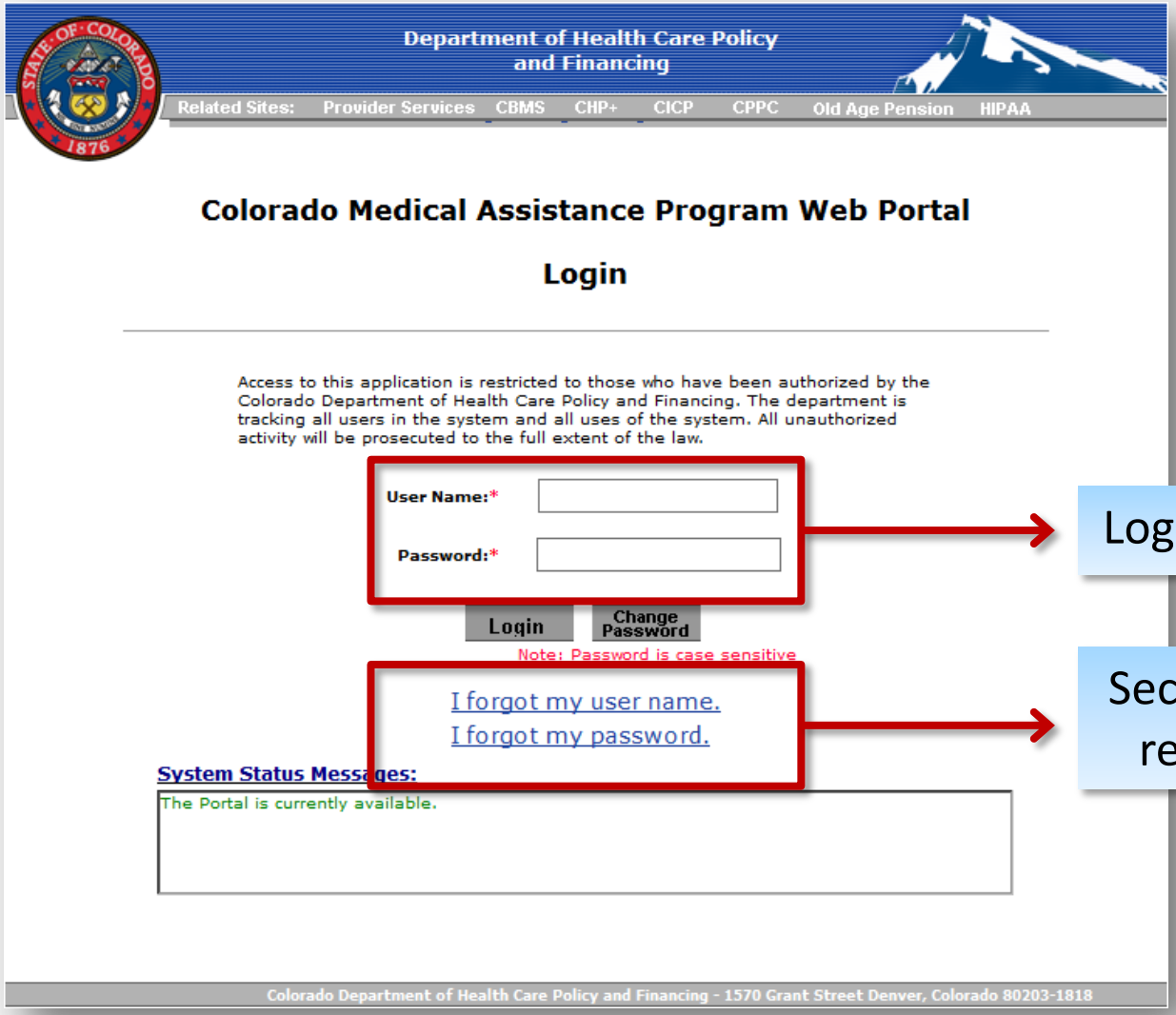
NEW! Provider Home Page

Find what you need here

Contains important information regarding Colorado Medicaid & other topics of interest to providers & billing professionals



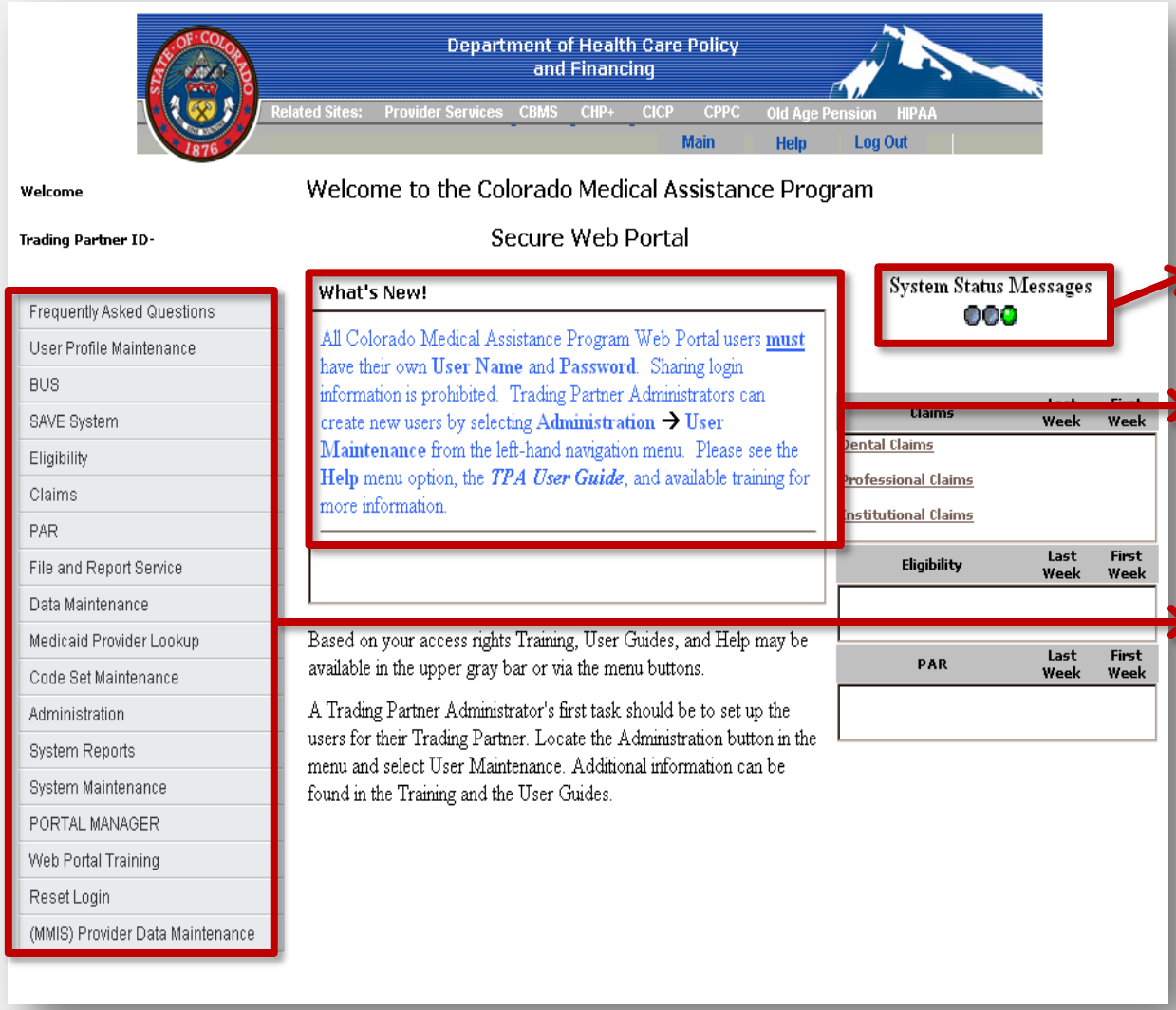
Web Portal Login Page



Log-in to access Web Portal

Securely reset password or request user name here

Web Portal Main Page

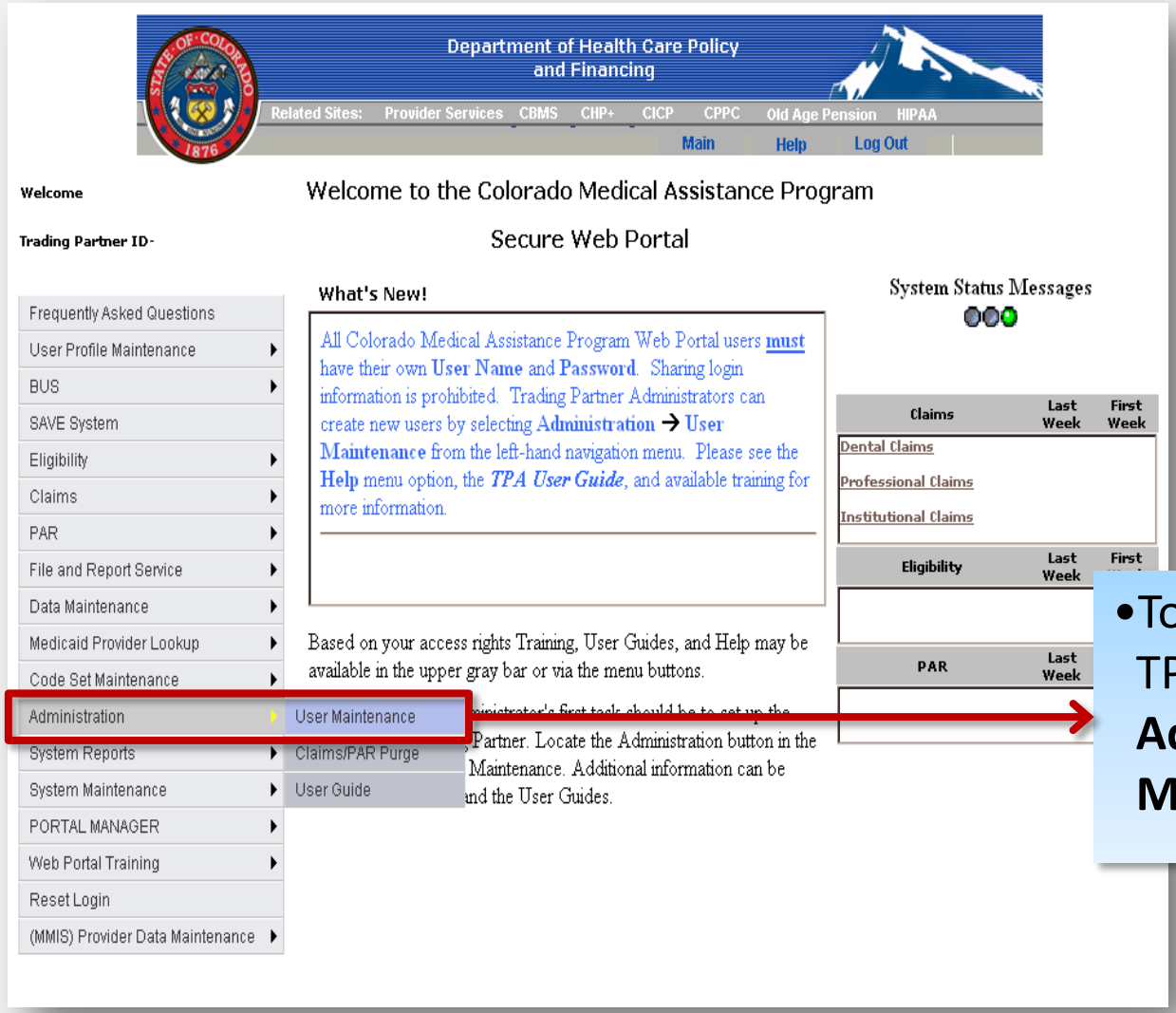


How is the Portal working?

What's New

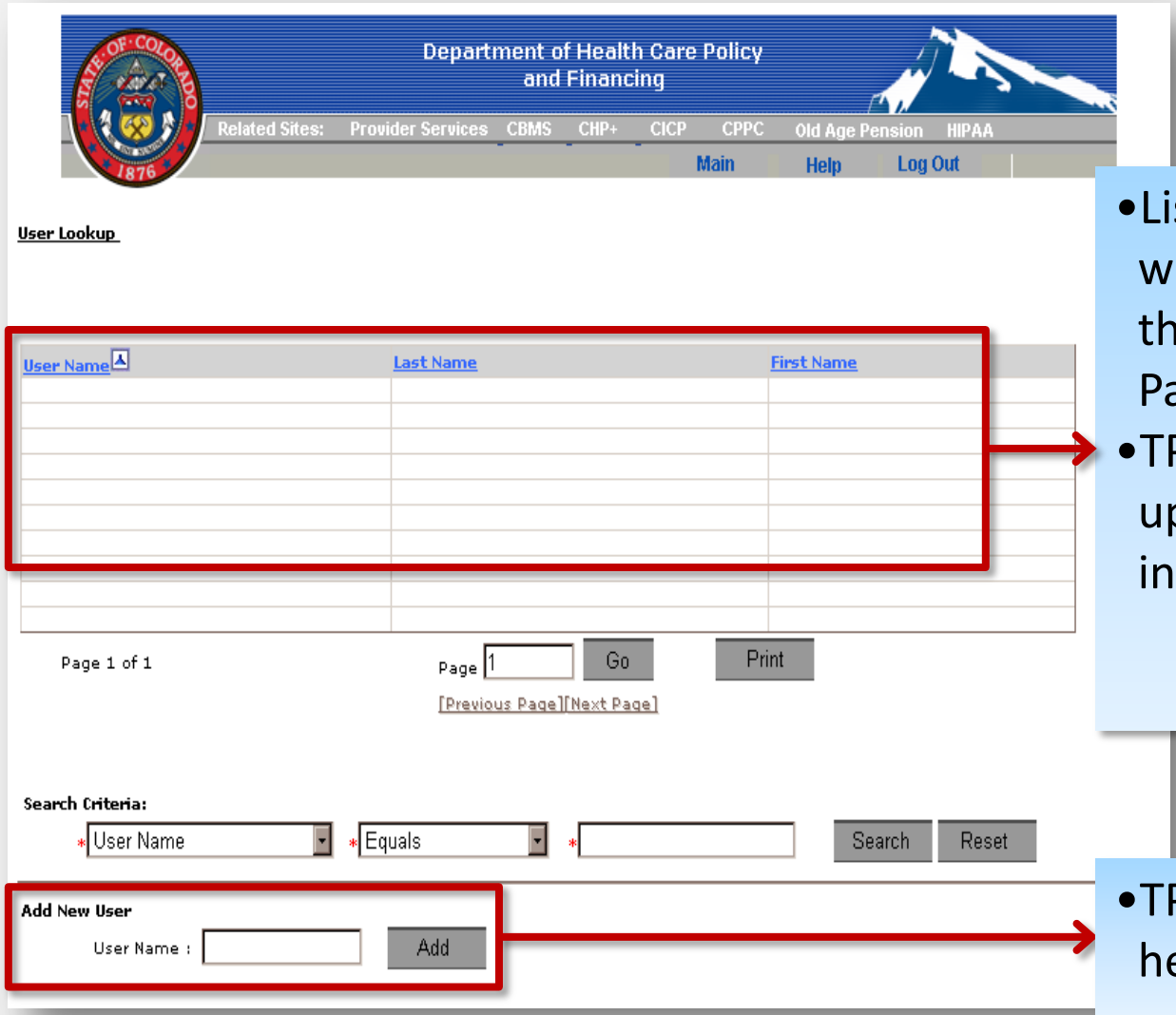
User Access dependent on roles assigned to user by TPA

Web Portal Main Page



- To assign roles to users, TPA must access **Administration** then **User Maintenance**

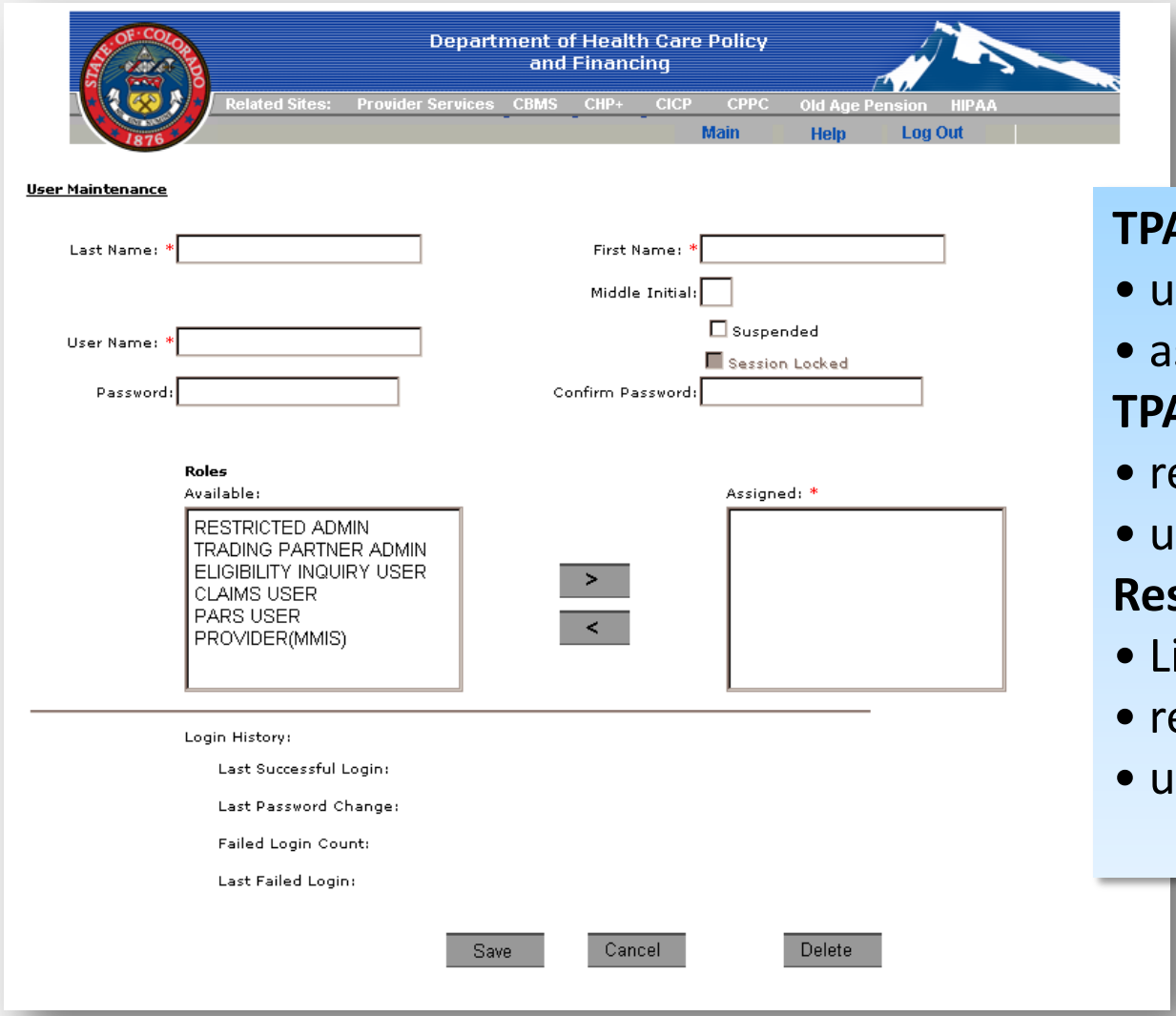
User Lookup Screen



- Lists User Names of those who have access under the assigned Trading Partner number
- TPA may add, delete, update & change the user information

- TPA may add a new user here

User Maintenance Screen



TPA assigns:

- user information
- assign user roles

TPA can:

- reset passwords
- un-suspend accounts

Restricted Admin:

- Limited authority
- reset passwords
- un-suspend accounts

User Roles

Understanding User Names and Roles" quick sheet:

Lists differences between TPA & regular user

Includes a breakdown of what each role of users can do in Web Portal

Available at colorado.gov/hcpf
Provider Services → Colorado Medical Assistance Program Web Portal

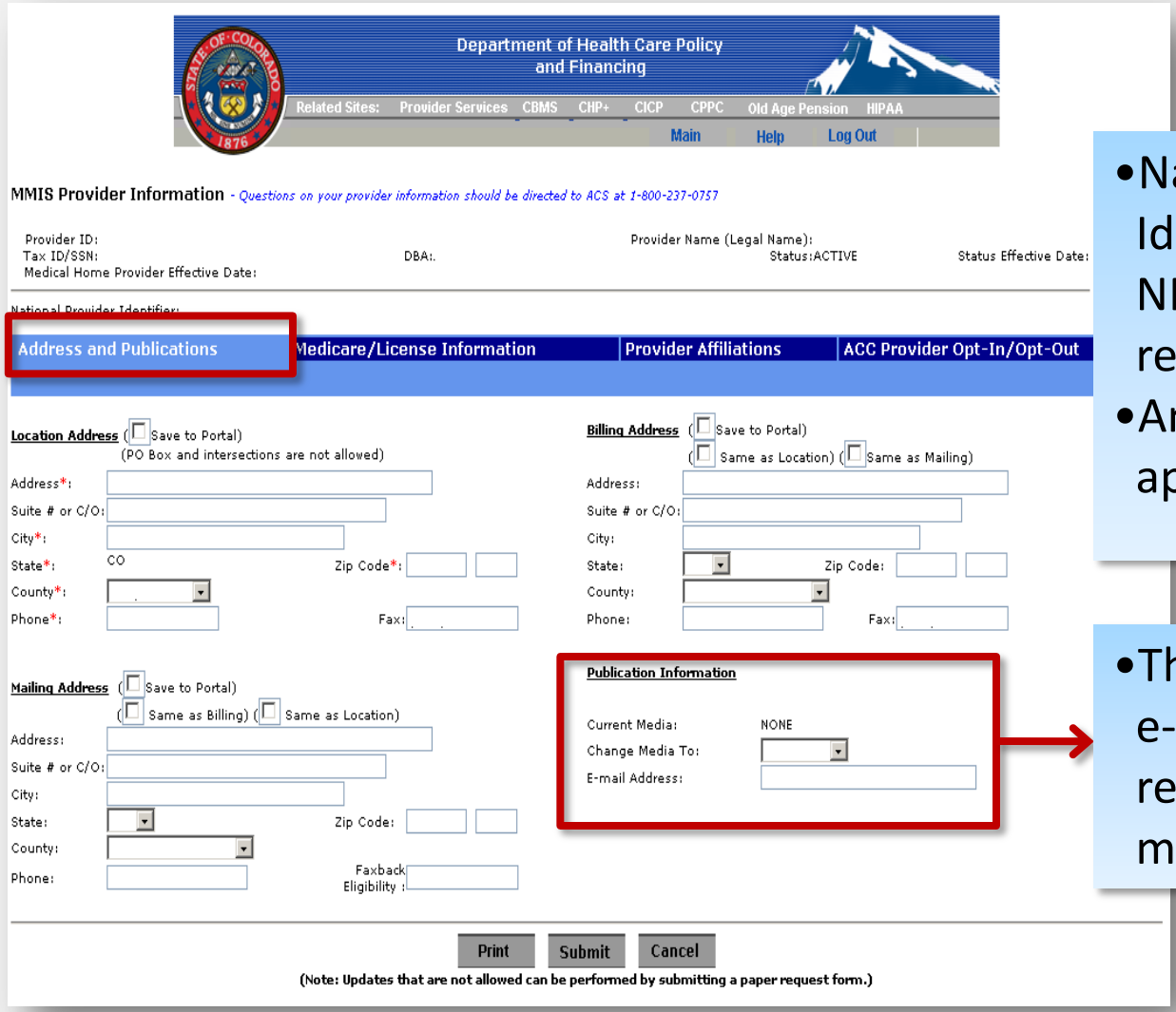
MMIS Provider Data Maintenance Access

- To view, correct, verify or update provider's file maintained in MMIS, users must access **MMIS Provider Data Maintenance** then MMIS Provider Data Maintenance

MMIS Provider Inquiry Screen

- Enter 8-digit Medicaid ID & either the Social Security or Federal Tax ID of provider to access MMIS information

MMIS Provider Information



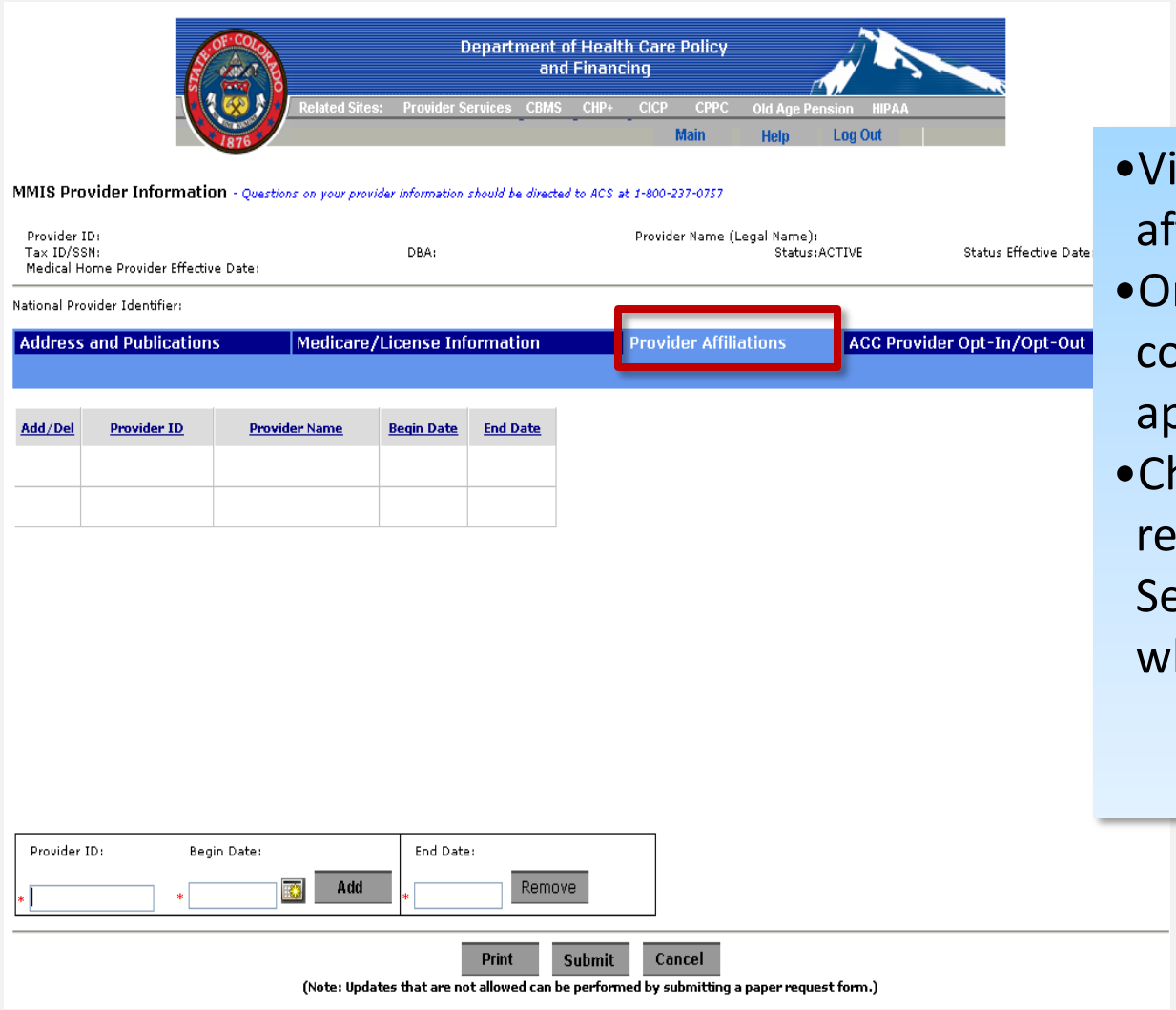
- National Provider Identifier (NPI) appears in NPI field if already registered in MMIS
- Any updates take approximately 24 hours

- The user that has their e-mail listed here will receive a link to the monthly bulletin

MMIS Provider Information

- License information is presented as “view-only” & may not be updated through Web Portal
- Updates may be submitted to Fiscal Agent on paper

MMIS Provider Information

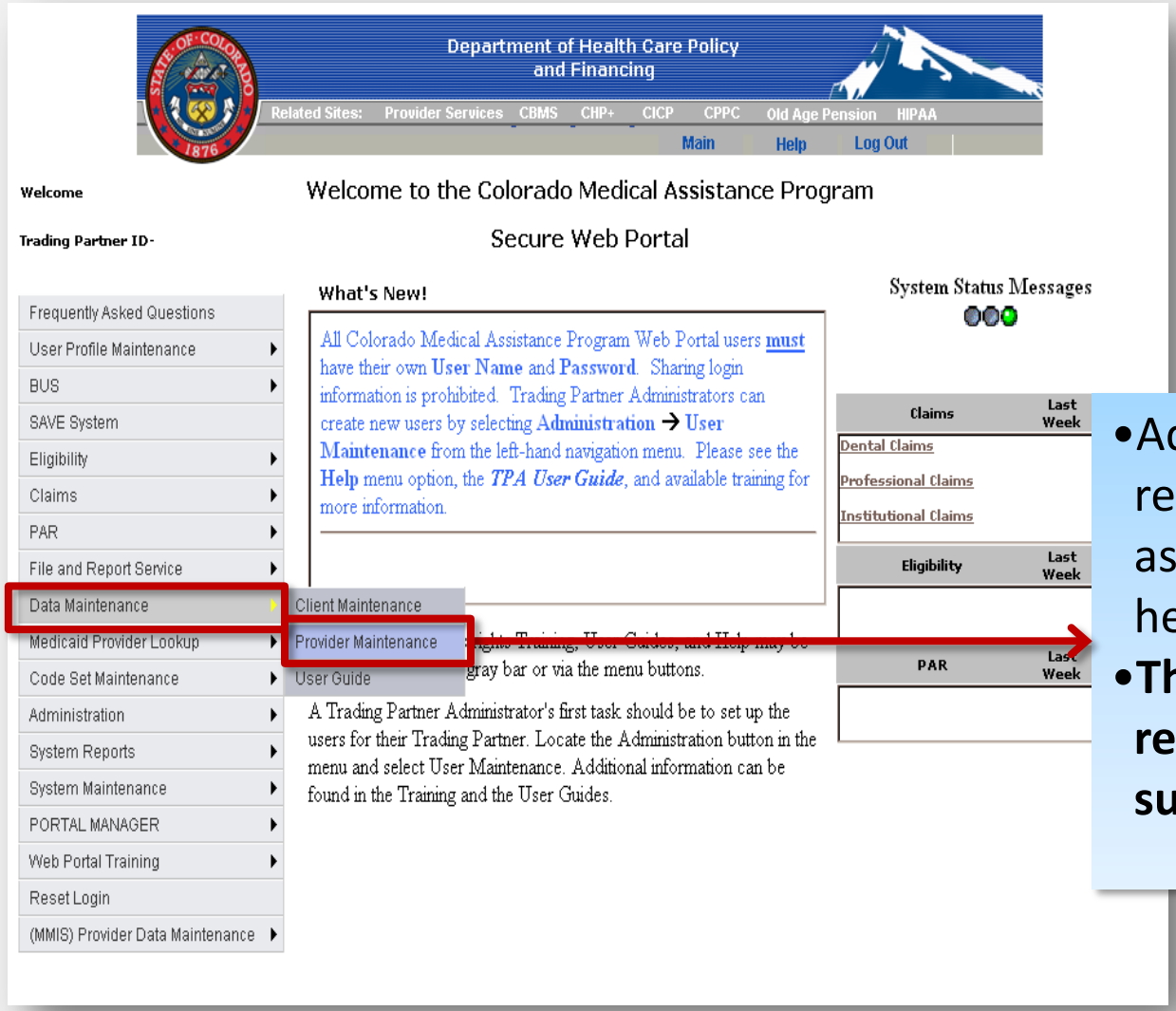


- View, add, or remove affiliations here
- Once Submitted, provider confirmation page appears
- Check provider error report in File and Report Service (FRS) for errors when necessary

ACC Provider Opt-In/Opt-Out

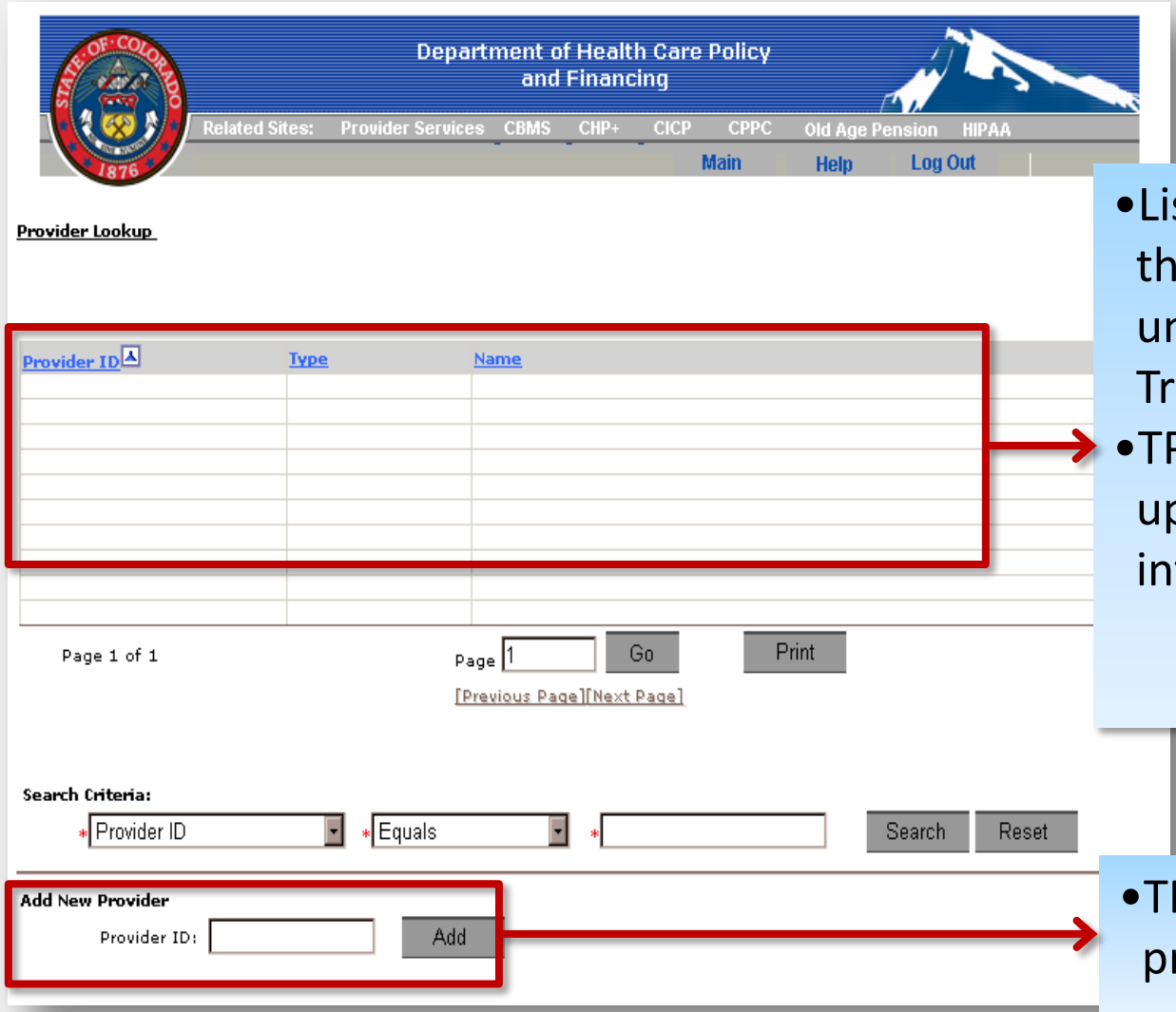
- Make selections to become a PCMP with ACC Program
- Allows provider to partner with different RCCOs and serve members in ACC Program
- Elect to affiliate with RCCOs
  - Required to electronically sign contract
- Opt to remove affiliation with RCCO

Provider Maintenance Access



- Add **all** billing and rendering providers associated with TP ID here
- **This information is required before submitting claims**

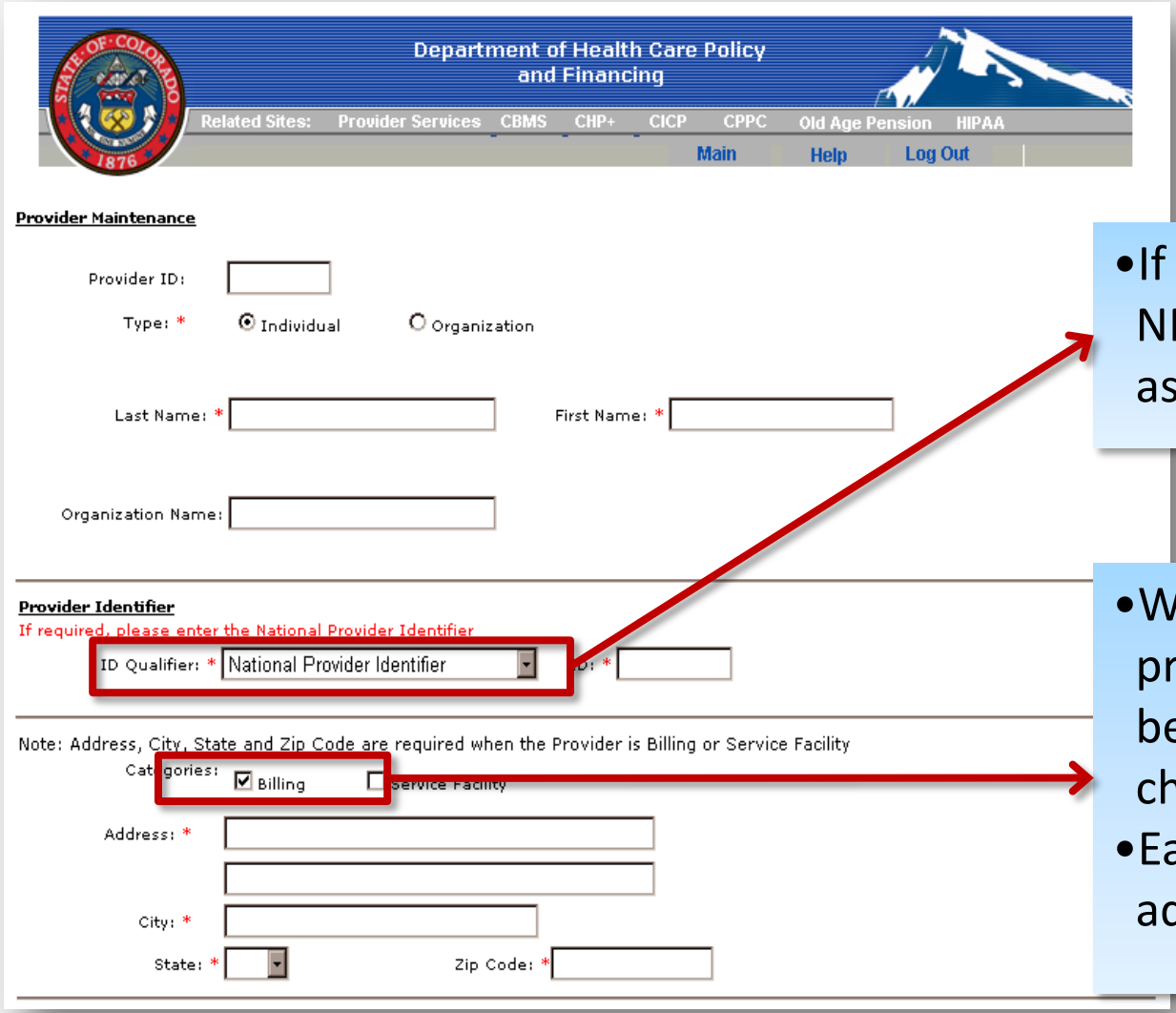
Provider Lookup Screen



- Lists Provider Names of those who have access under the assigned Trading Partner number
- TPA may add, delete, update & change the user information

- TPA may add a new provider here

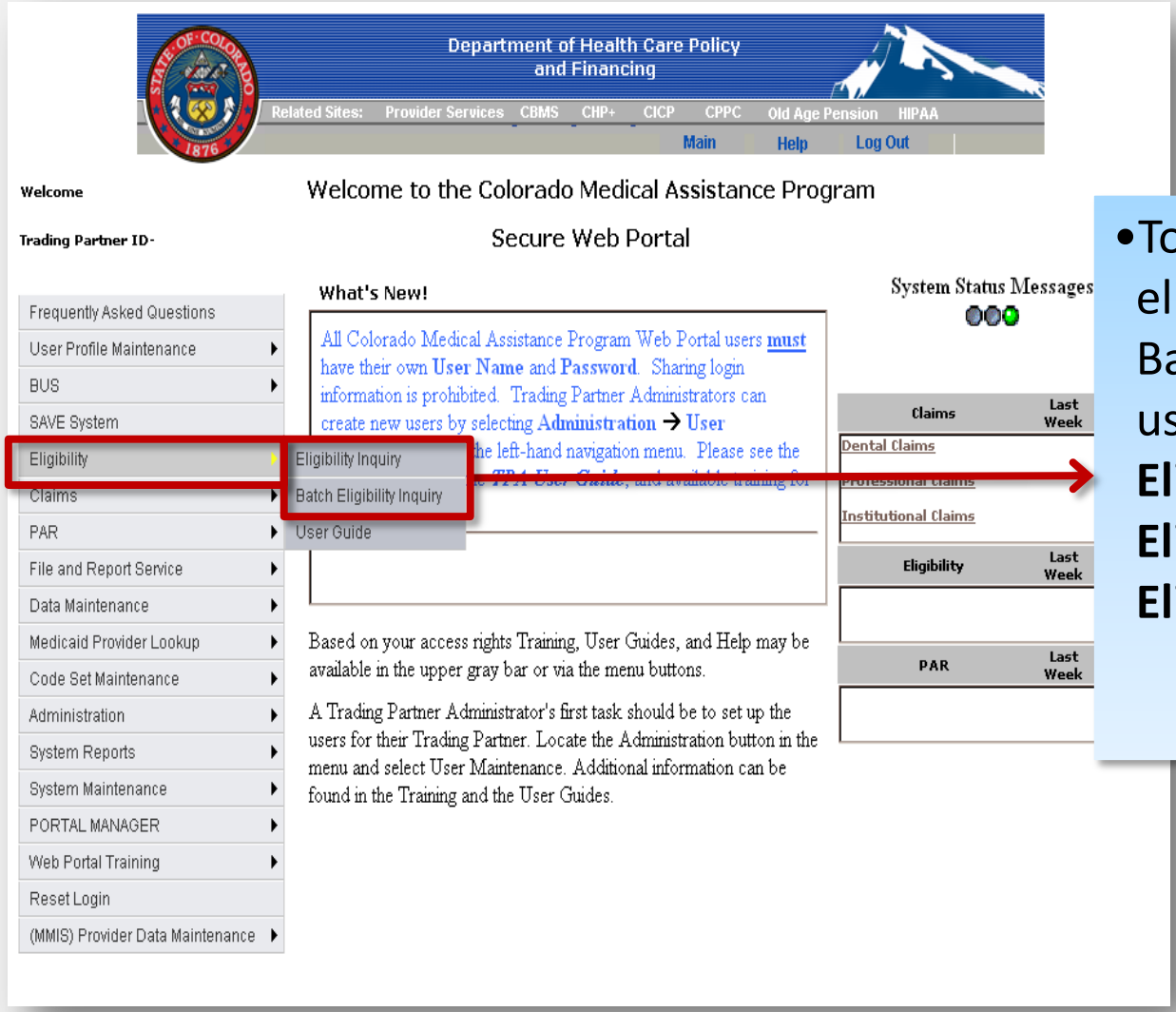
Provider Maintenance Screen



- If required to bill using an NPI, the NPI must be used as the *ID Qualifier*

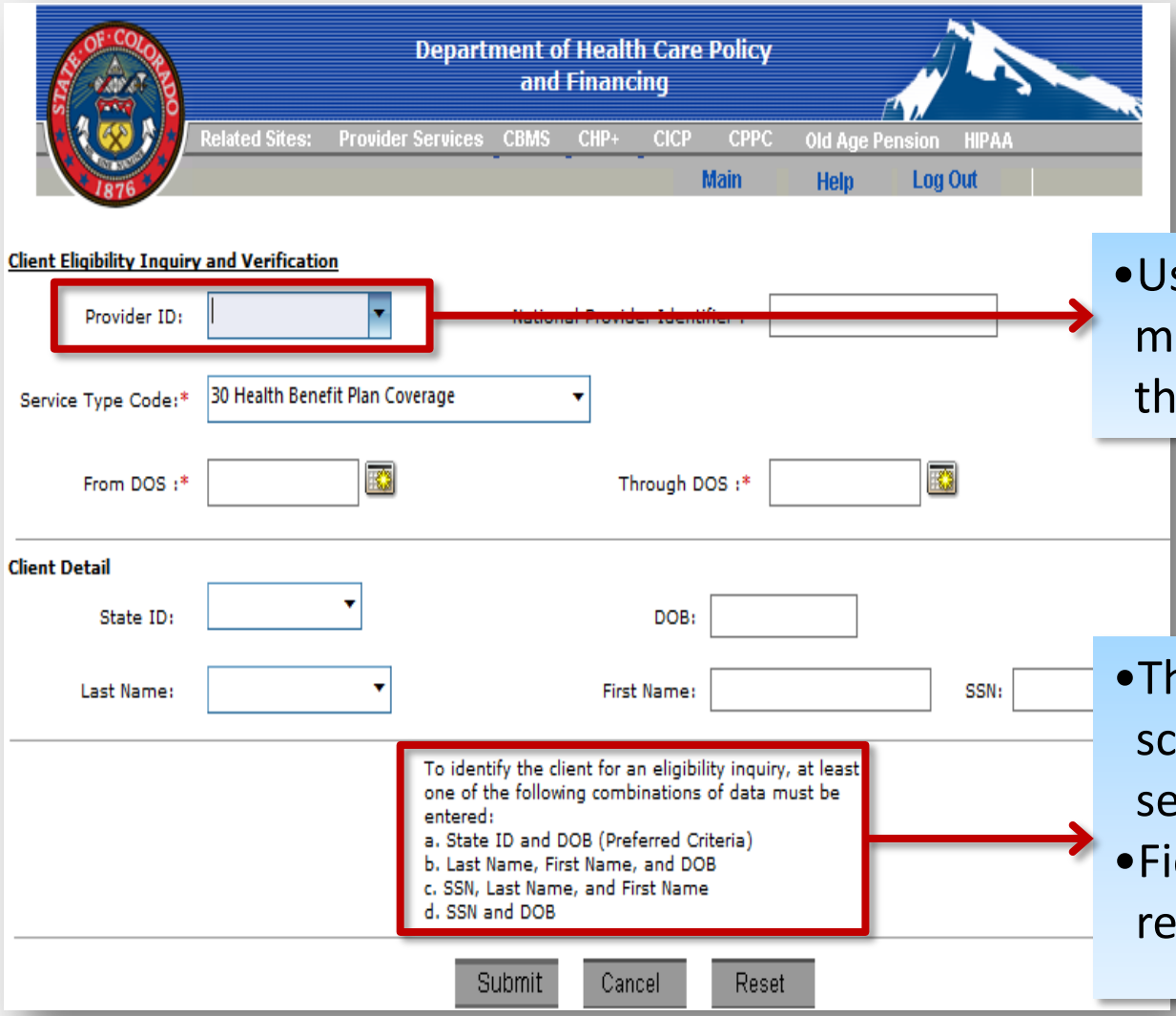
- When adding a *billing* provider in your database, be sure the "billing" box is checked
- Each provider must be added one at a time

Eligibility Inquiry Access



- To submit an interactive eligibility request or a Batch Eligibility Inquiry, users must access **Eligibility** then either **Eligibility Inquiry** or **Batch Eligibility Inquiry**

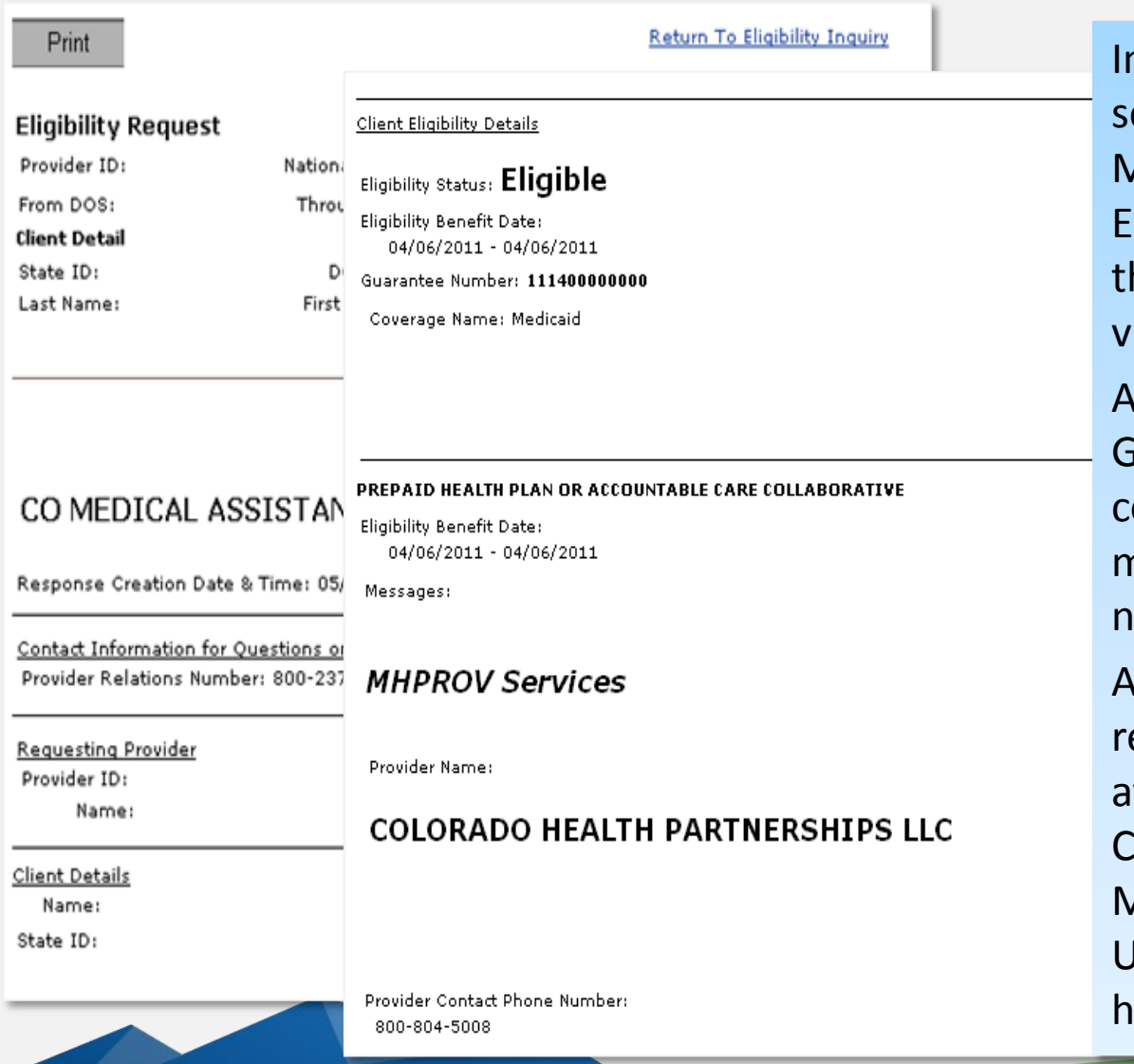
Eligibility Inquiry and Verification (270)



- Users should check a members eligibility using the Billing Provider ID

- There are different scenarios for conducting a search
- Fields noted with "*" are required

Eligibility Request Response (271)

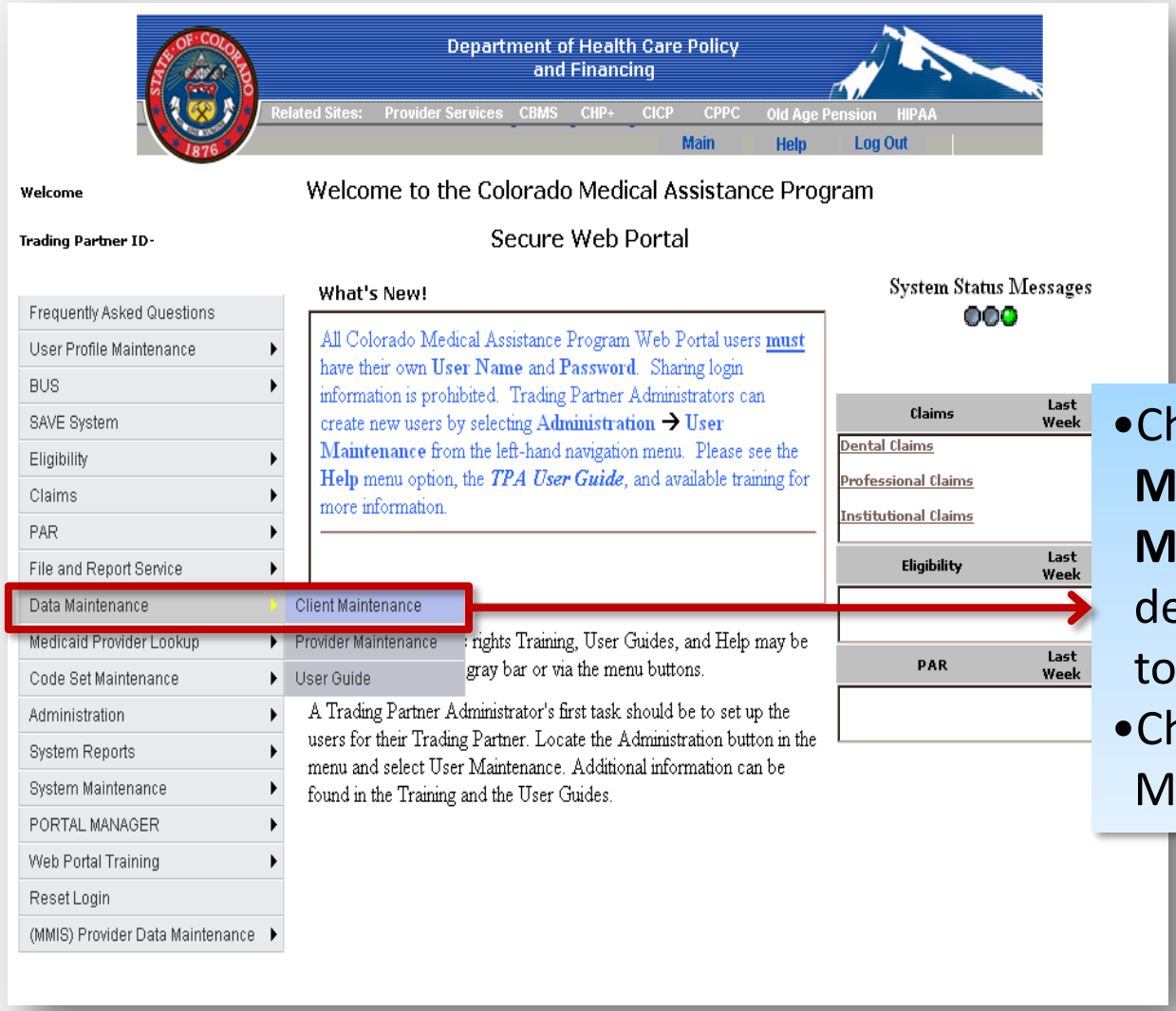


Information appears in sections (Requesting Provider, Member Details, Member Eligibility Details, etc.). Use the scroll bar to the right to view more details.

A successful inquiry notes a Guarantee Number. Print a copy of the response for the member's file when necessary.

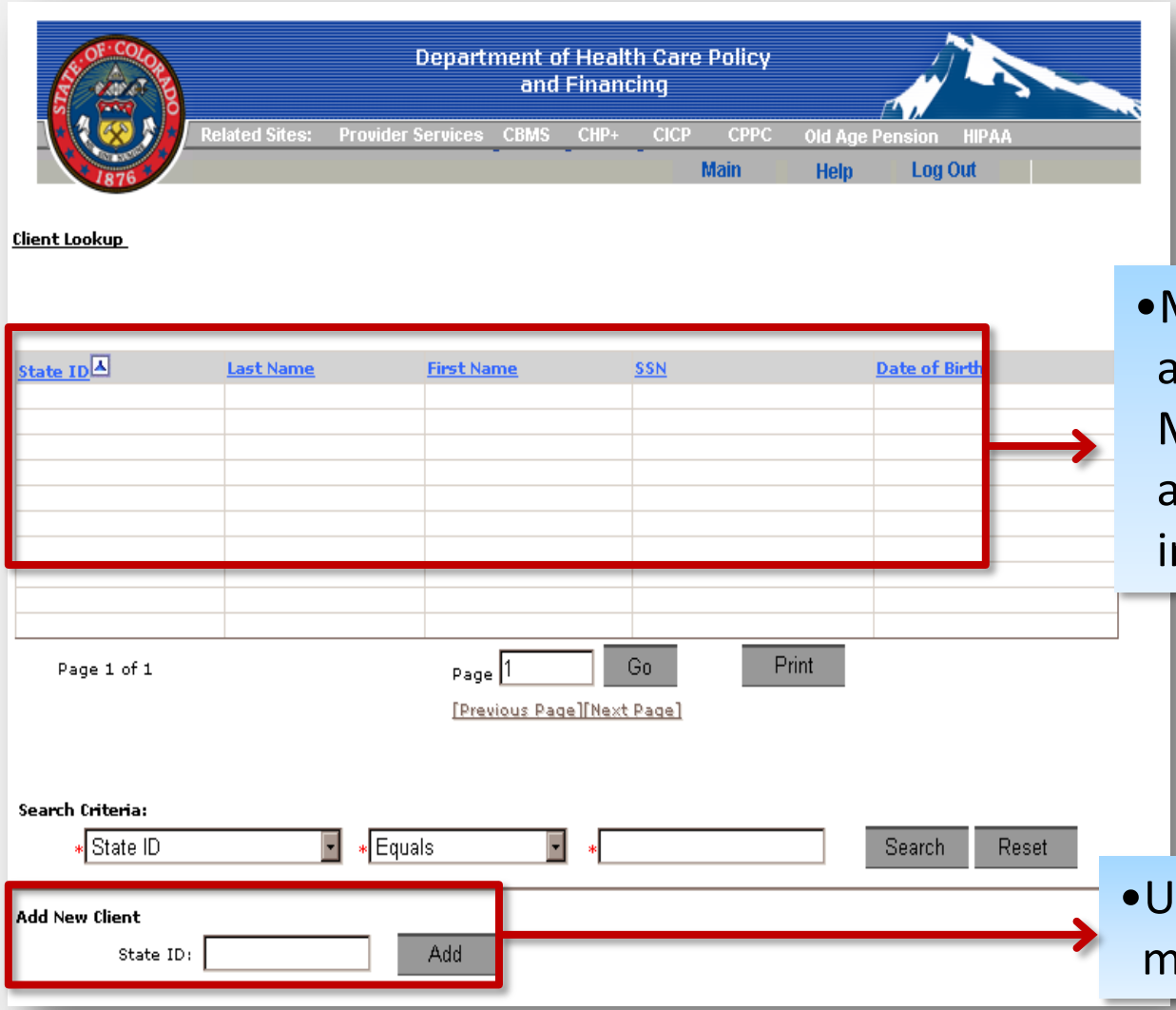
As a reminder, information received is based on what is available through the Colorado Benefits Management System (CBMS). Updates may take up to 72 hours.

Member Maintenance Access



- Choose **Data Maintenance** then **Client Maintenance** to update, delete, or make changes to member information
- Changes do not effect MMIS or CBMS

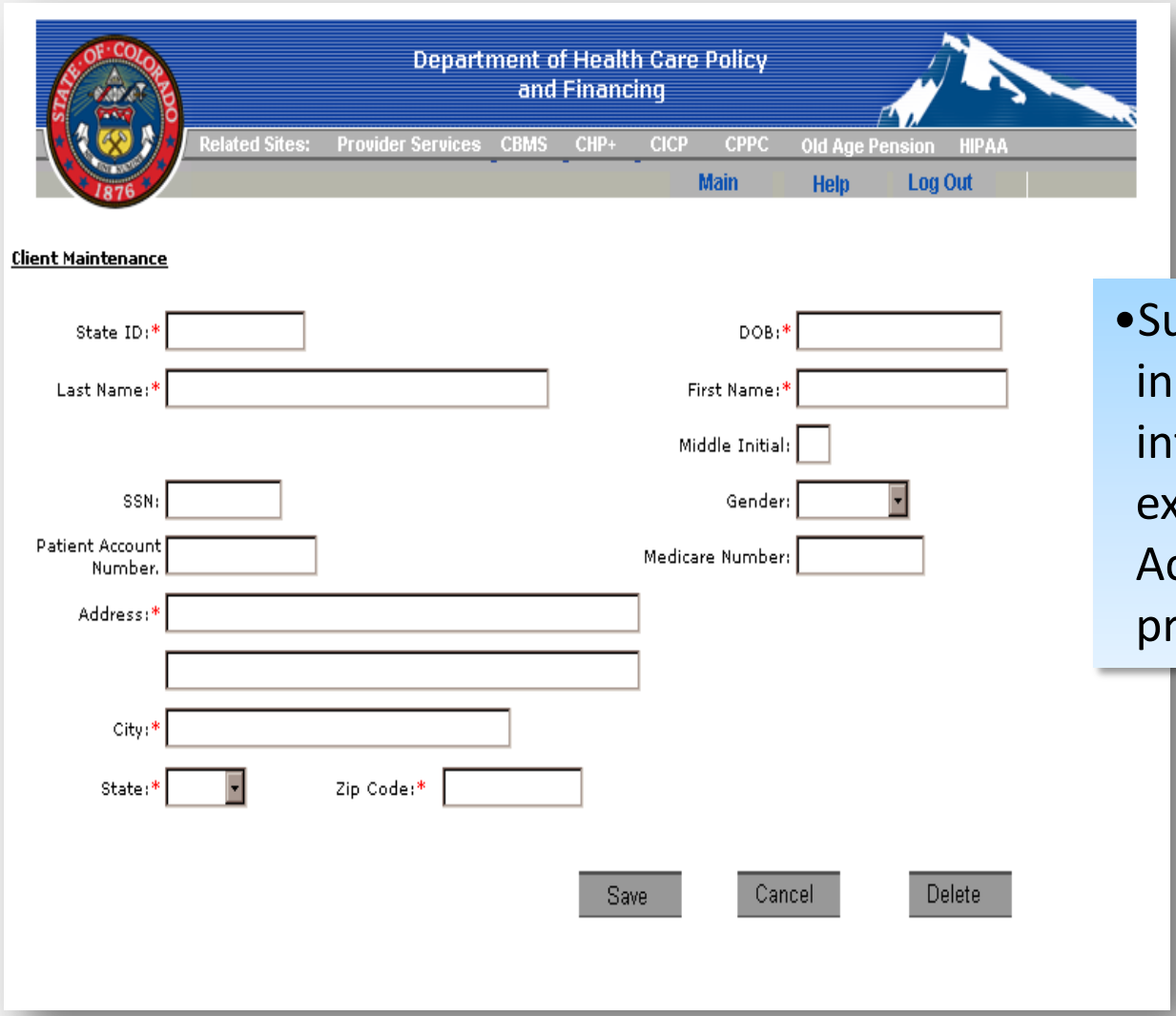
Member Lookup Screen



- Member is automatically added to provider's Member Database when a successful eligibility inquiry is processed

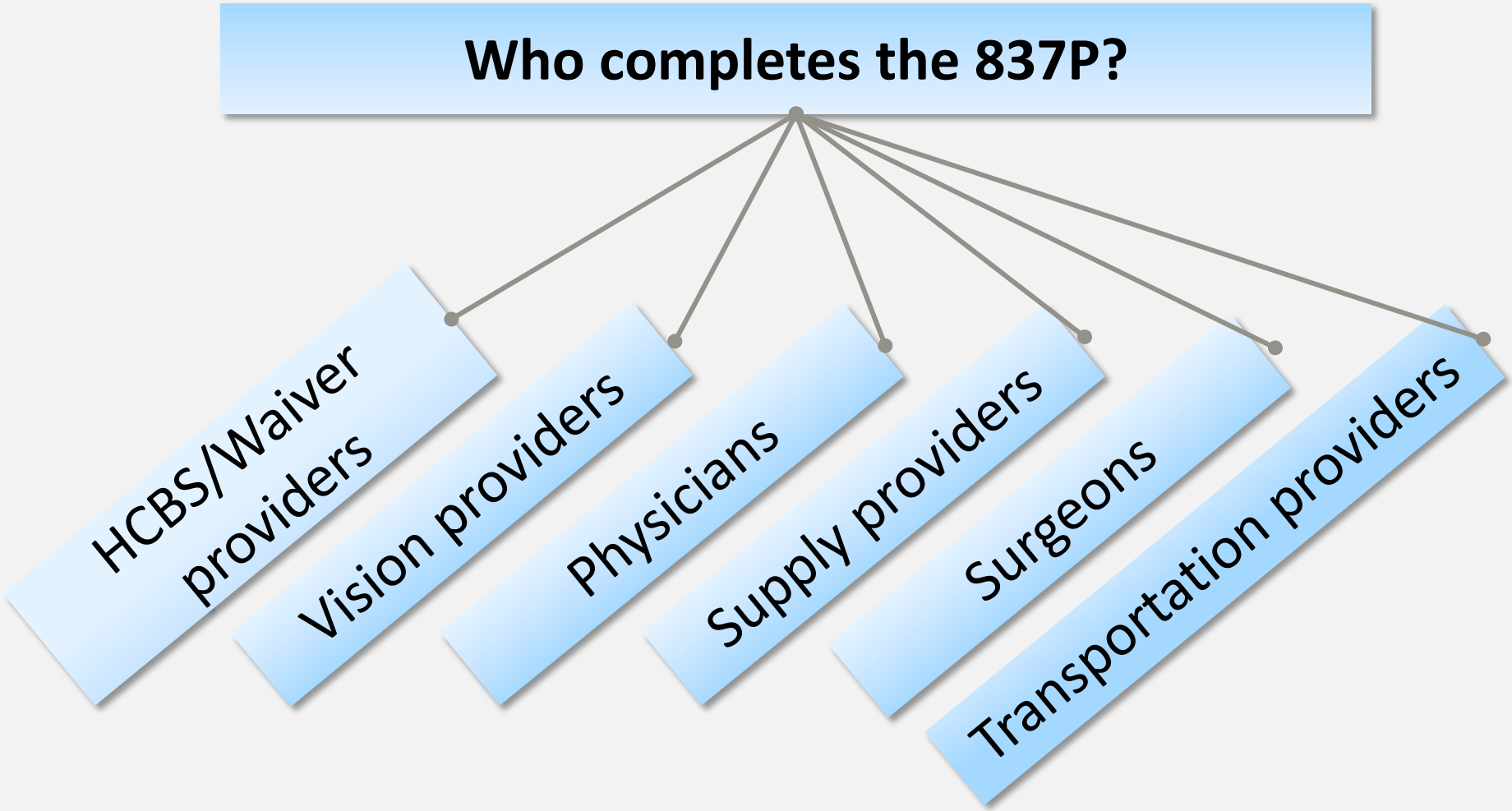
- User may add a new member here

Member Maintenance Screen

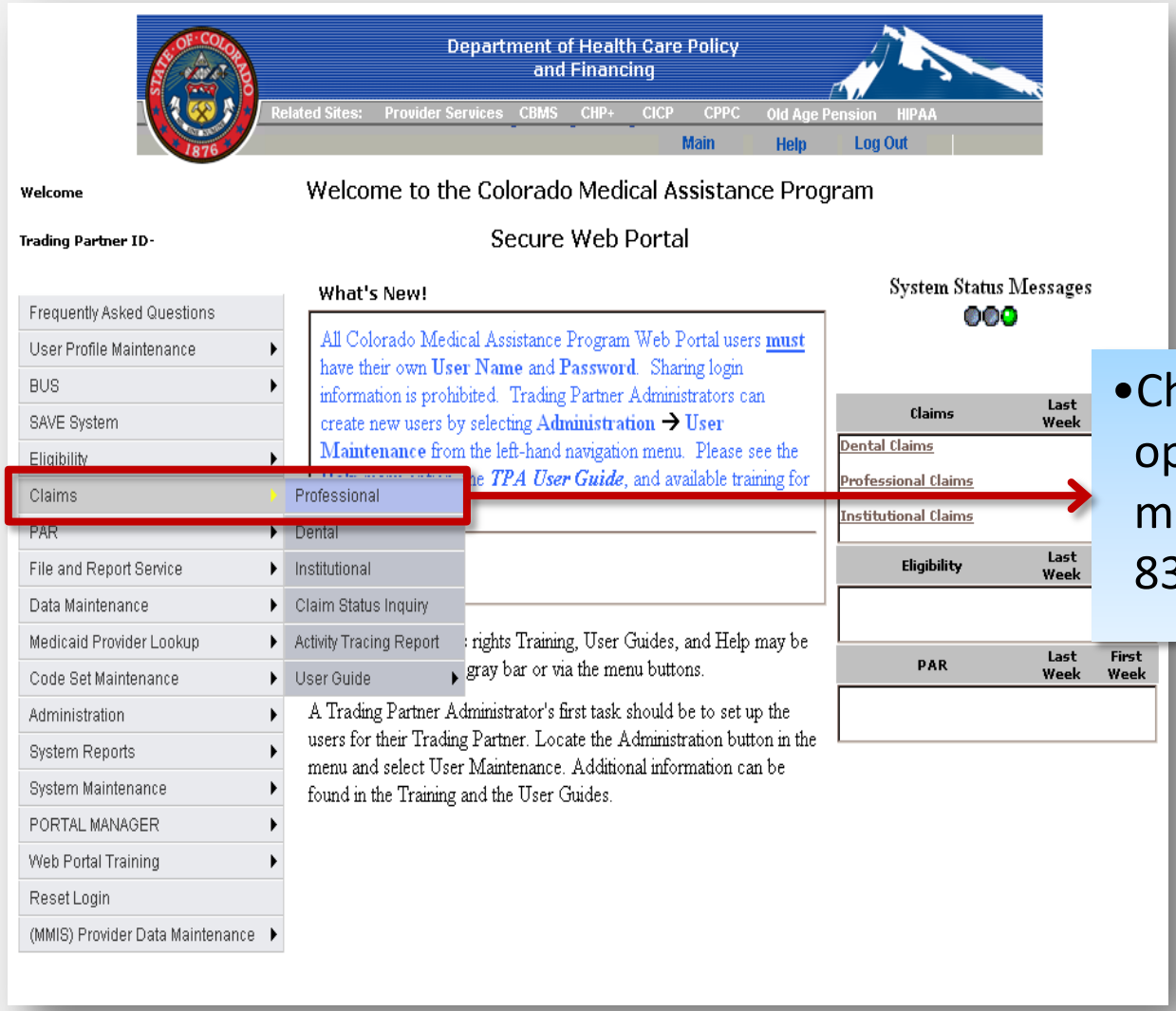


- Successful eligibility inquiry adds member's information, with exception of Patient Account # (assigned by provider)

Claims Submission 837P

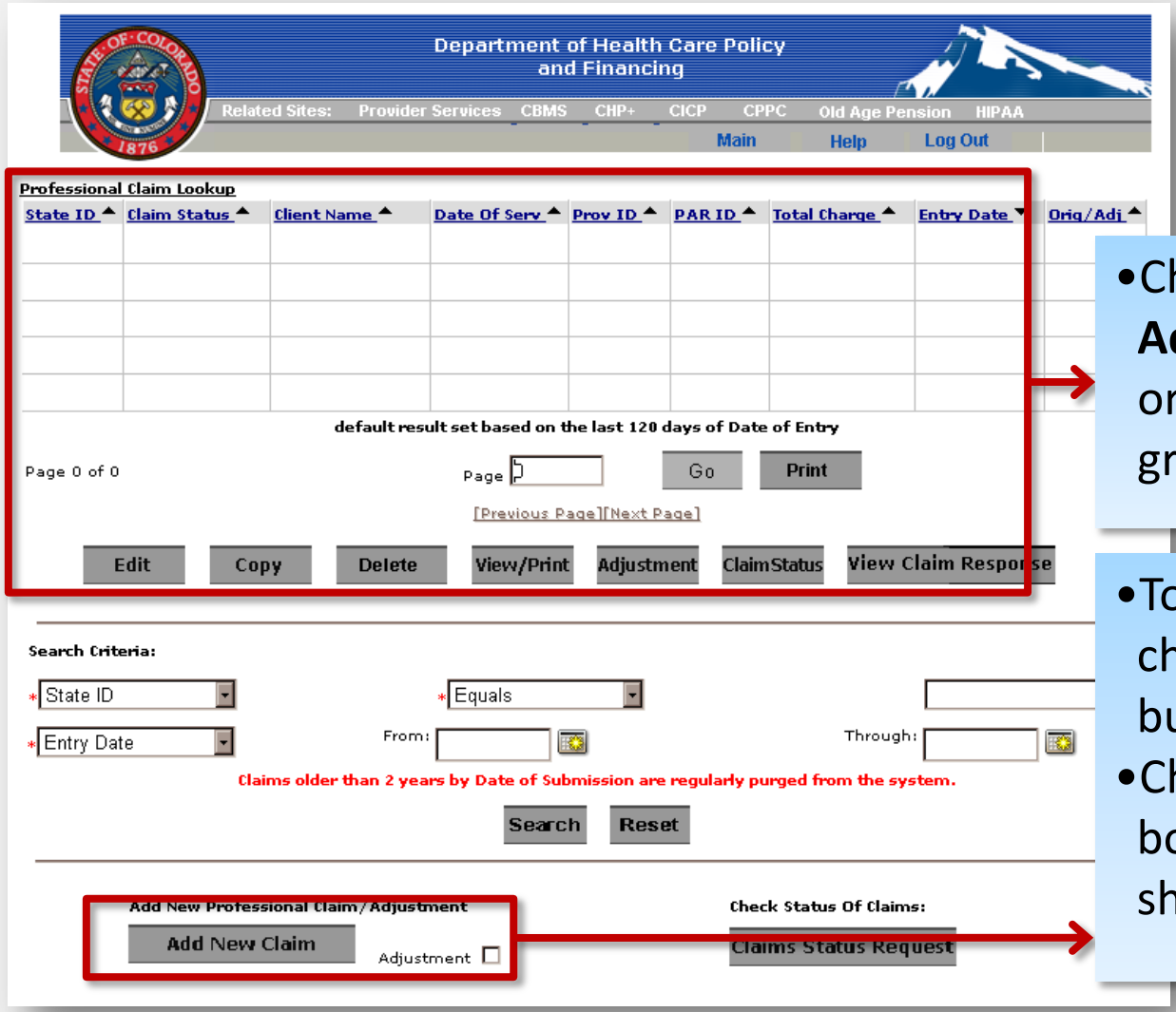


Professional Claim Access



- Choose **Professional** option under Claims on main menu to submit 837P claim

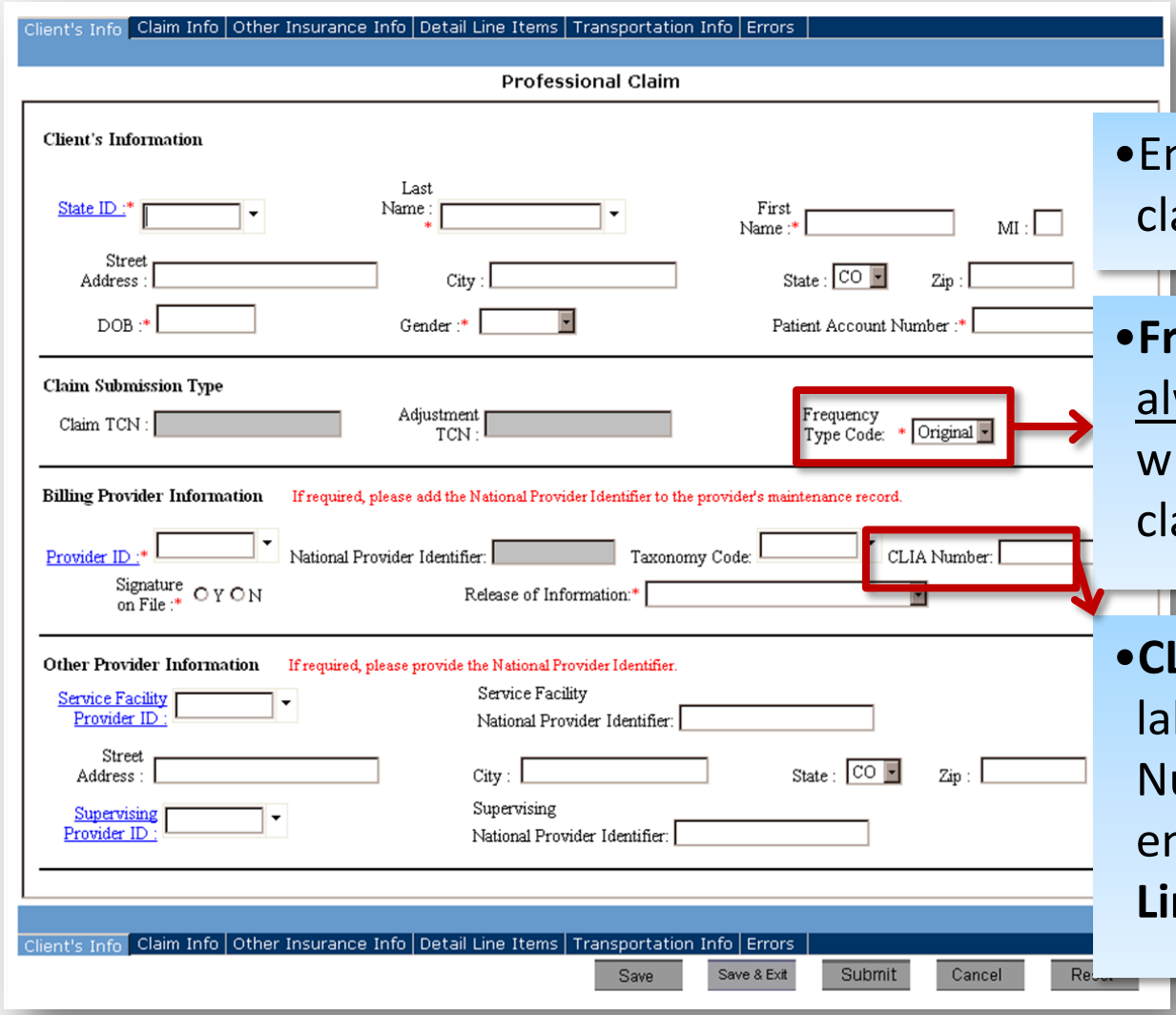
Professional Claim Lookup Screen



- Choose the **Copy** or **Adjustment** button to add or adjust claims shown on grid

- To submit a new claim, choose **Add New Claim** button
- Check the **Adjustment** box to adjust claims not shown on grid

Client's Info Tab

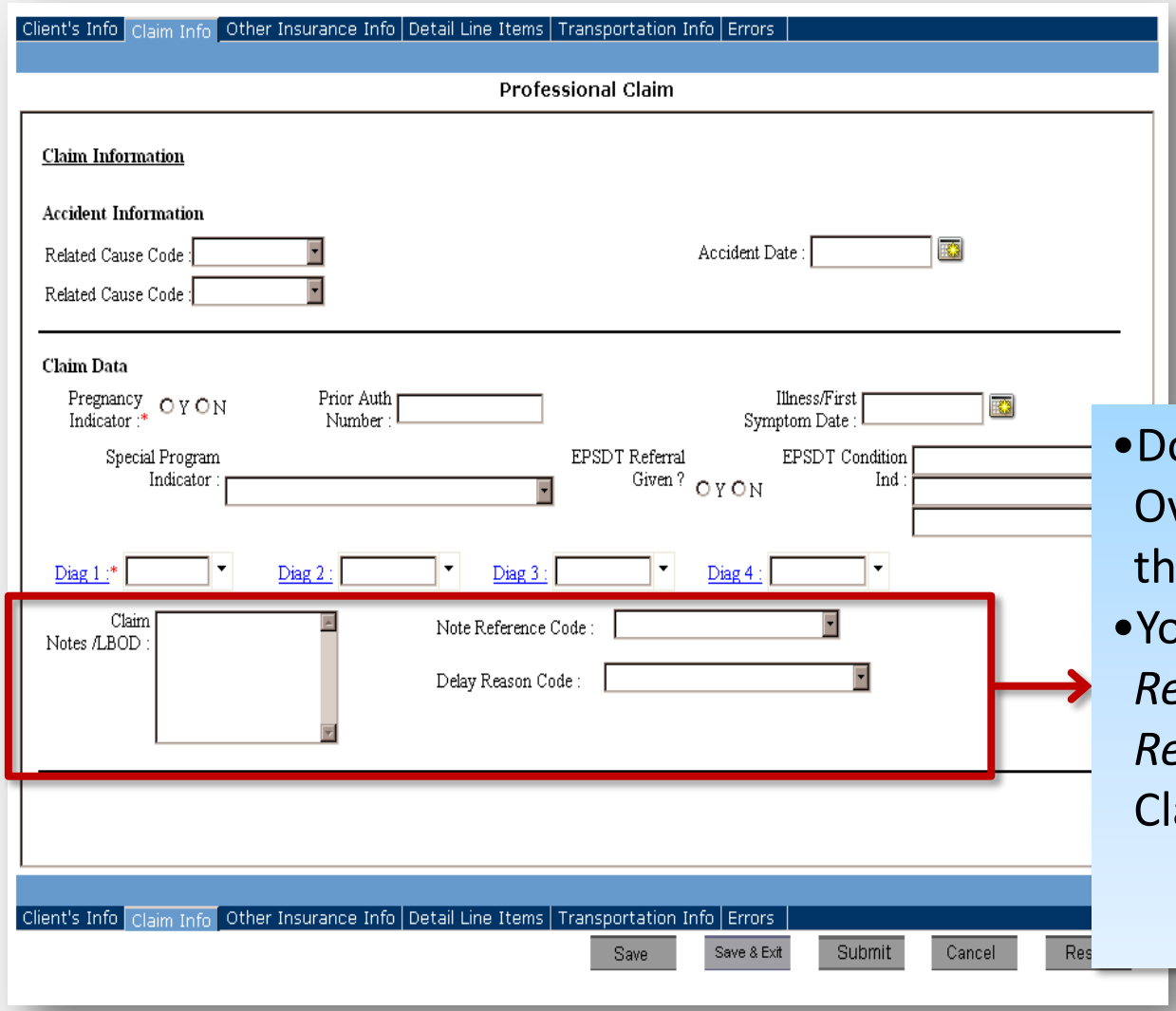


- Enter new or adjusted claim data on this screen
- **Frequency Type Code** always set to original when submitting new claims
- **CLIA Number** for laboratory claims, CLIA Number can now be entered here or on **Detail Line Items** tab

Clinical Laboratory Improvement Amendments (CLIA) Field

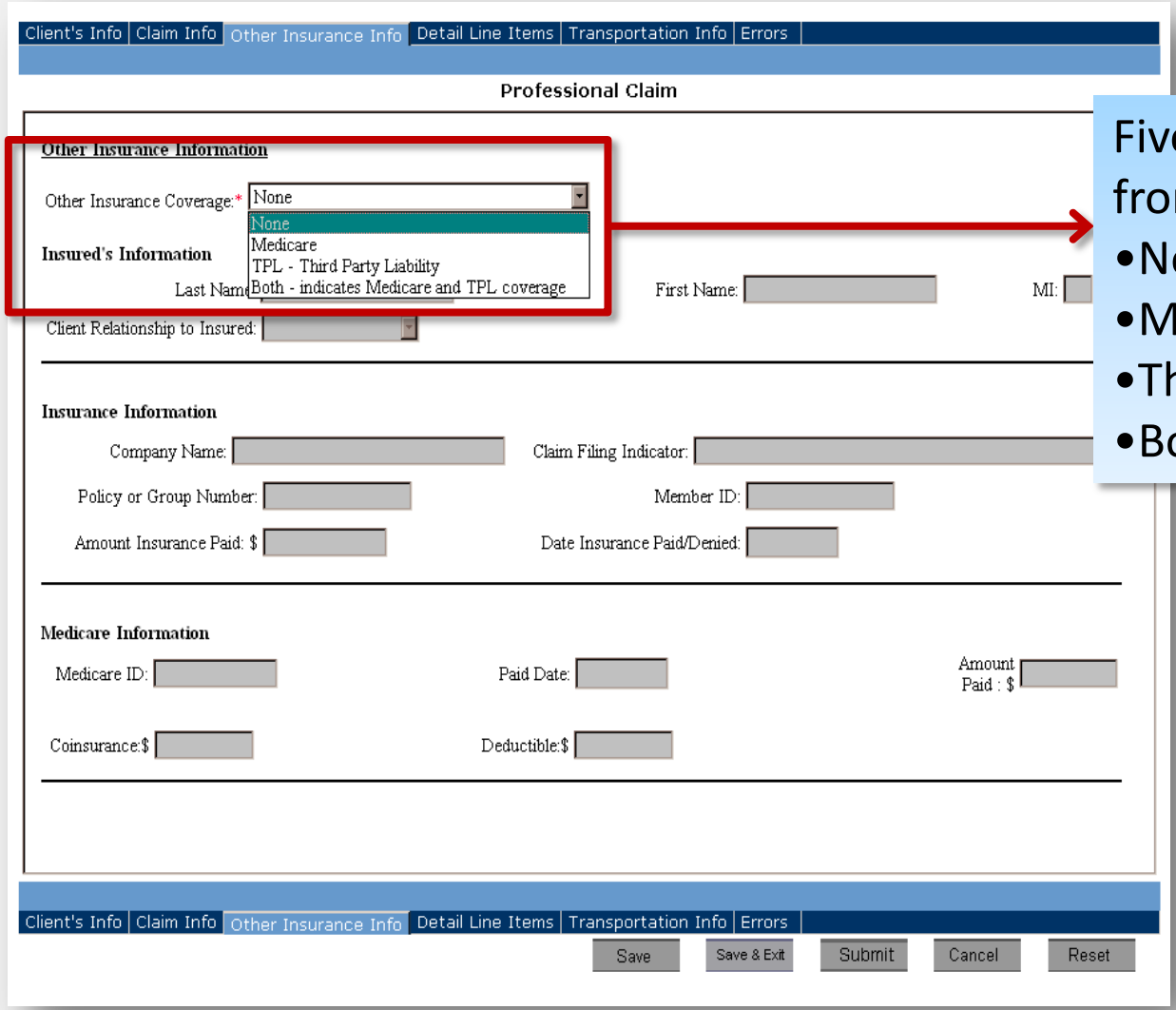
- CLIA Number only needs to be entered once if related to all procedure codes for the claim
- For multiple CLIA Numbers for multiple procedure codes, continue entering on Detail Line Items tab for each claim detail line
- New field validation ensures CLIA Number entered using following format: “99D9999999”
- Beginning July 1, 2011, failure to submit correct CLIA Number with claim will result in claim denial

Claim Info Tab



- Document the Late Bill Override Date (LBOD) on this tab
- You must choose a *Note Reference* and *Delay Reason Code* if using the Claim Notes/LBOD field

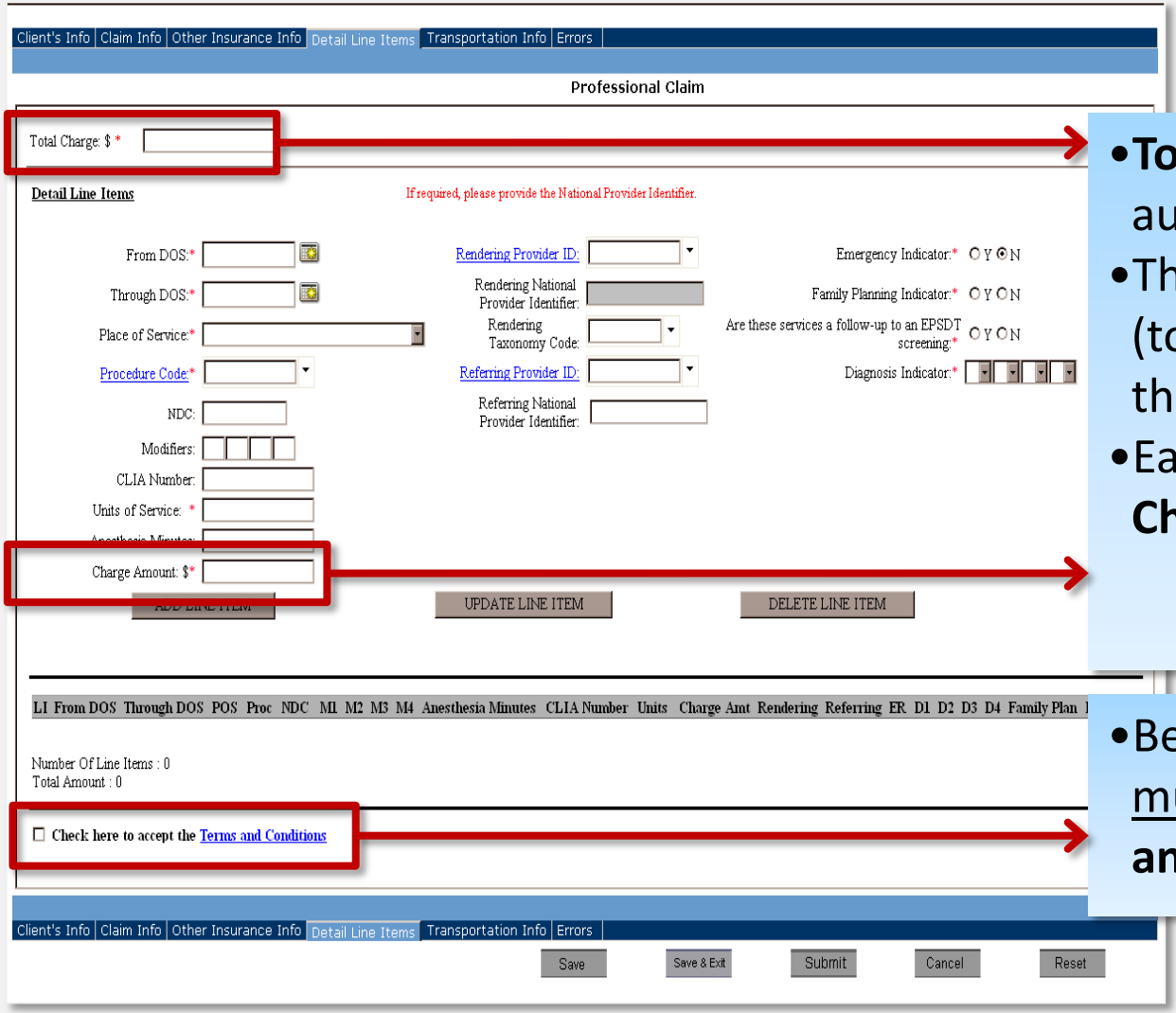
Other Insurance Info Tab



Five options to choose from:

- None (default)
- Medicare
- Third Party Liability
- Both

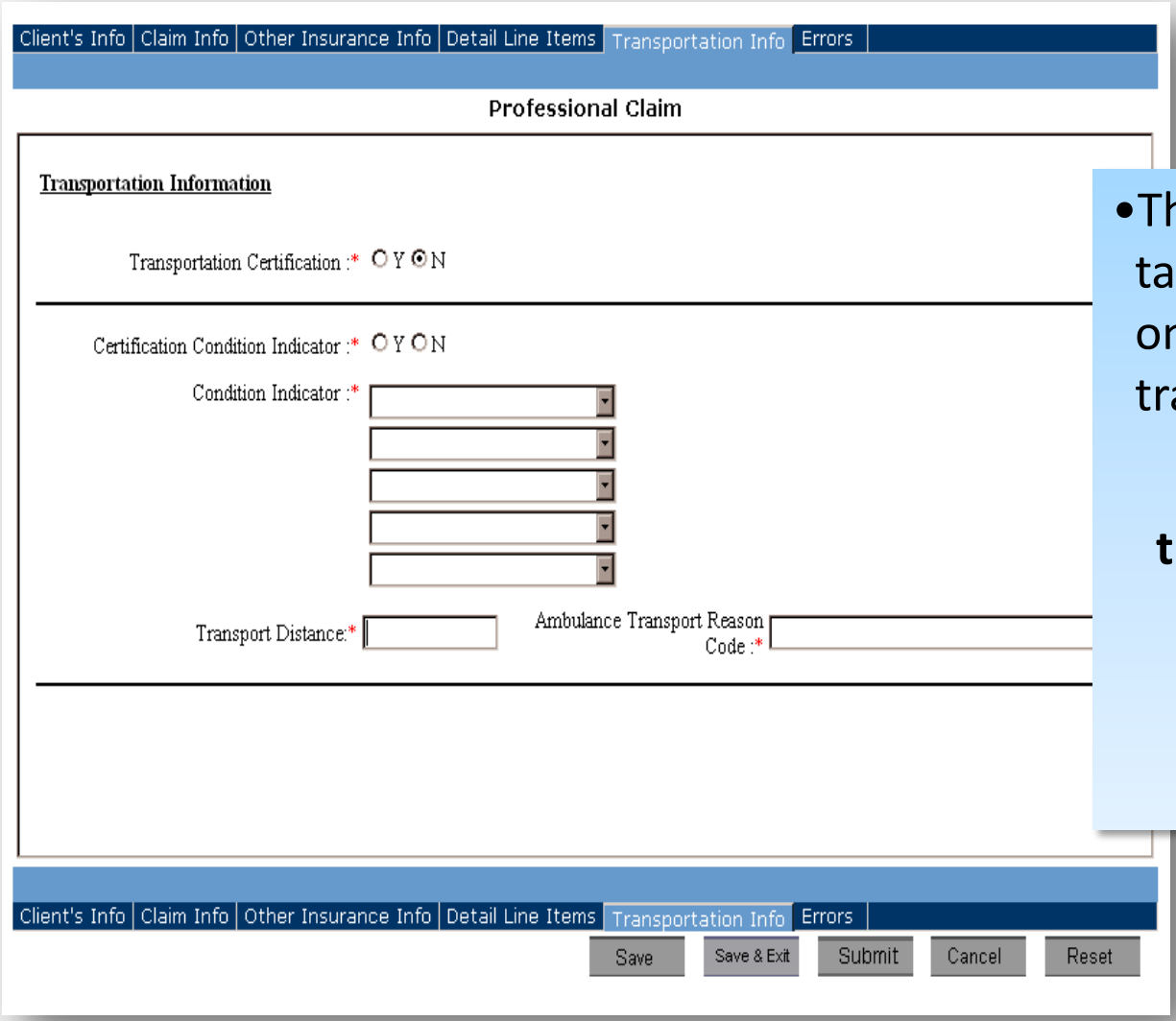
Detail Line Item Tab



- **Total Amount** for claim automatically calculated
- The **Total Charge** field (top left corner) must be the same amount
- Each line item is the **Charge Amount**

- Before submitting claim, must check the **Terms and Conditions** box

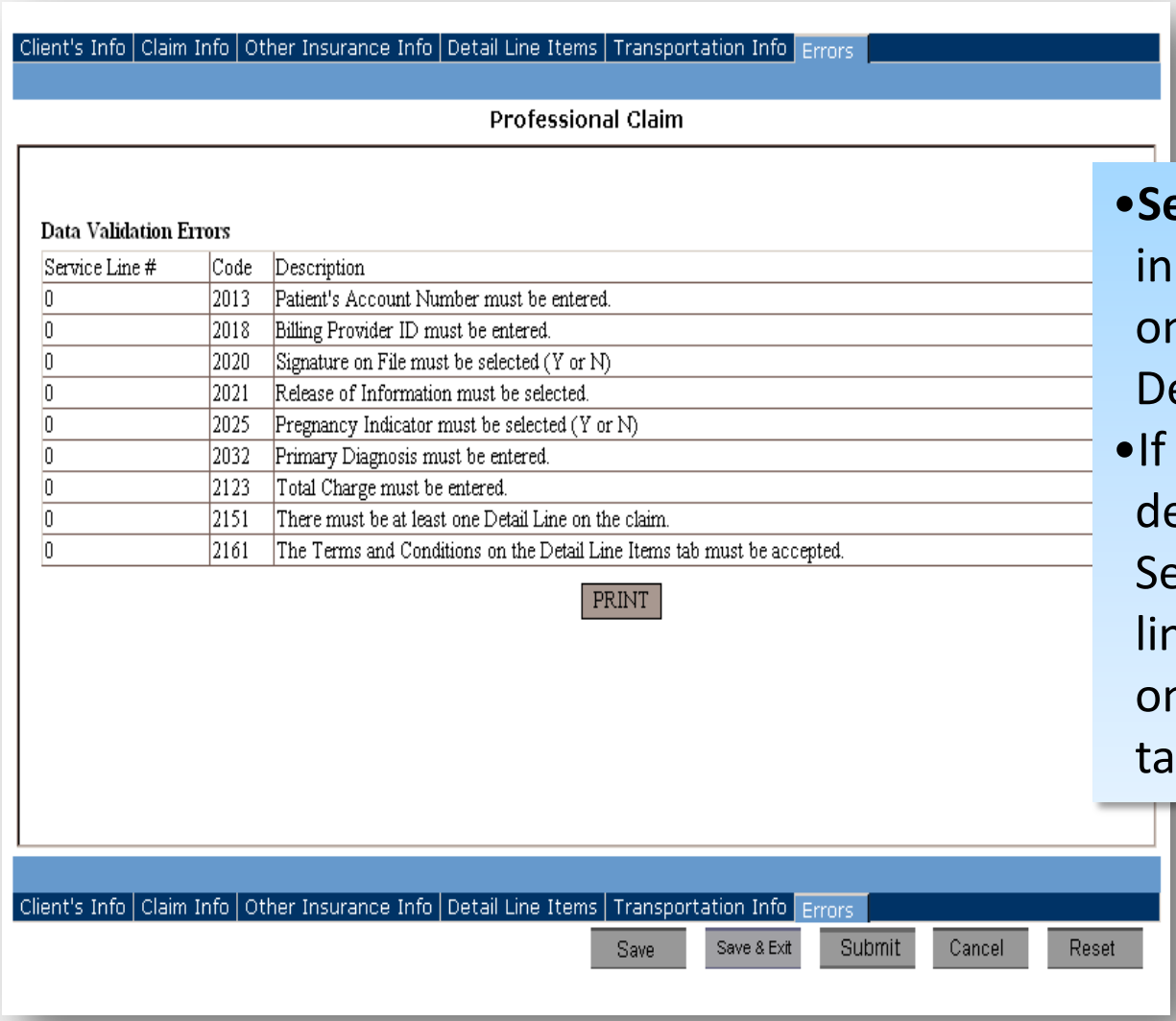
Transportation Info Tab



- The **Transportation Info** tab should be completed only when emergency transportation is provided

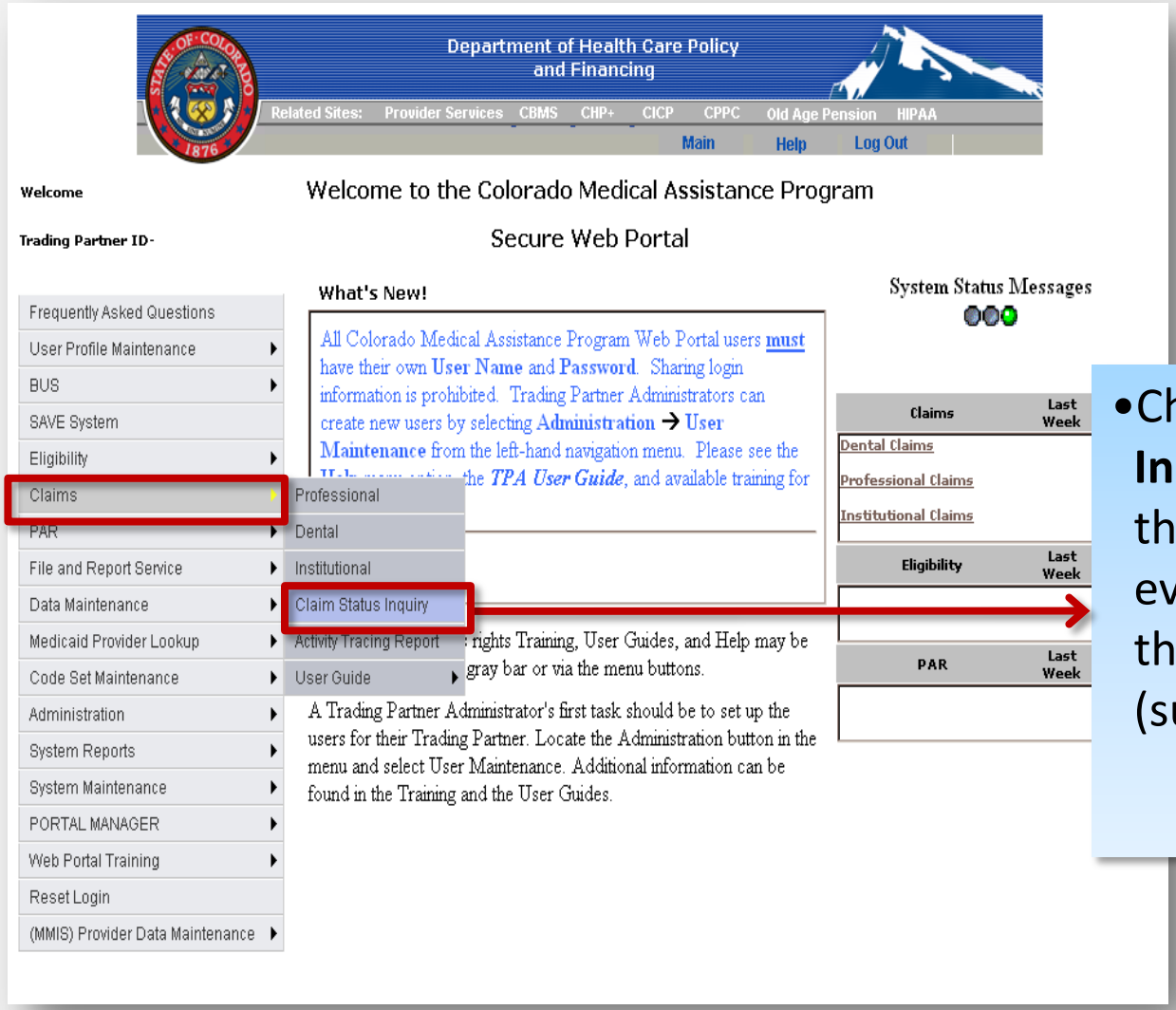
Note: Hospital-based transportation is billed using 837I format

Errors Tab



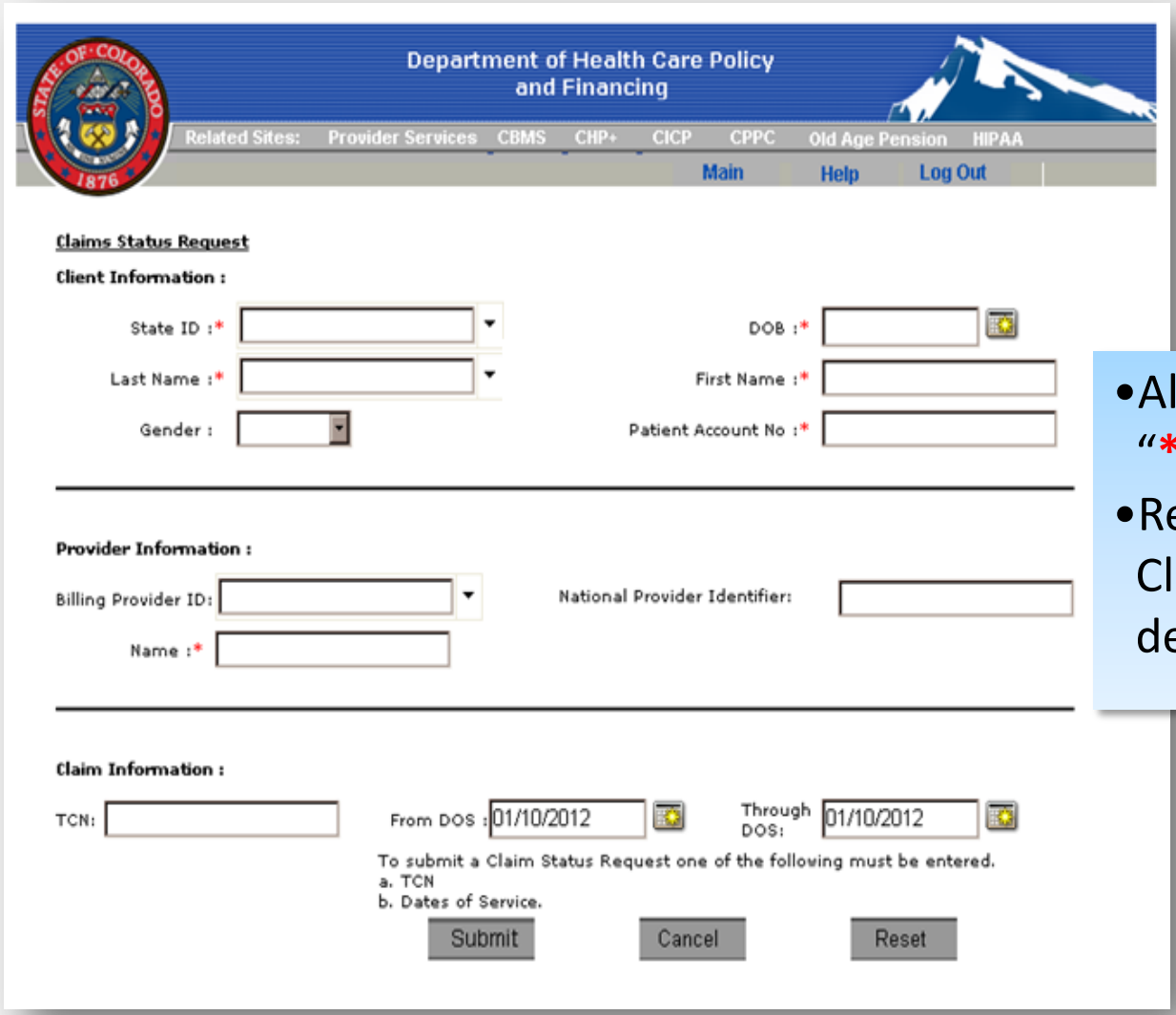
- **Service Line #** of **0** indicates an error exists on a tab **other than** the Detail Line Item tab
- If the error is related to a detail line item, the Service Line # will be a linked field, and clicking on it will take you to the tab with the error.

Claims Status Inquiry Access



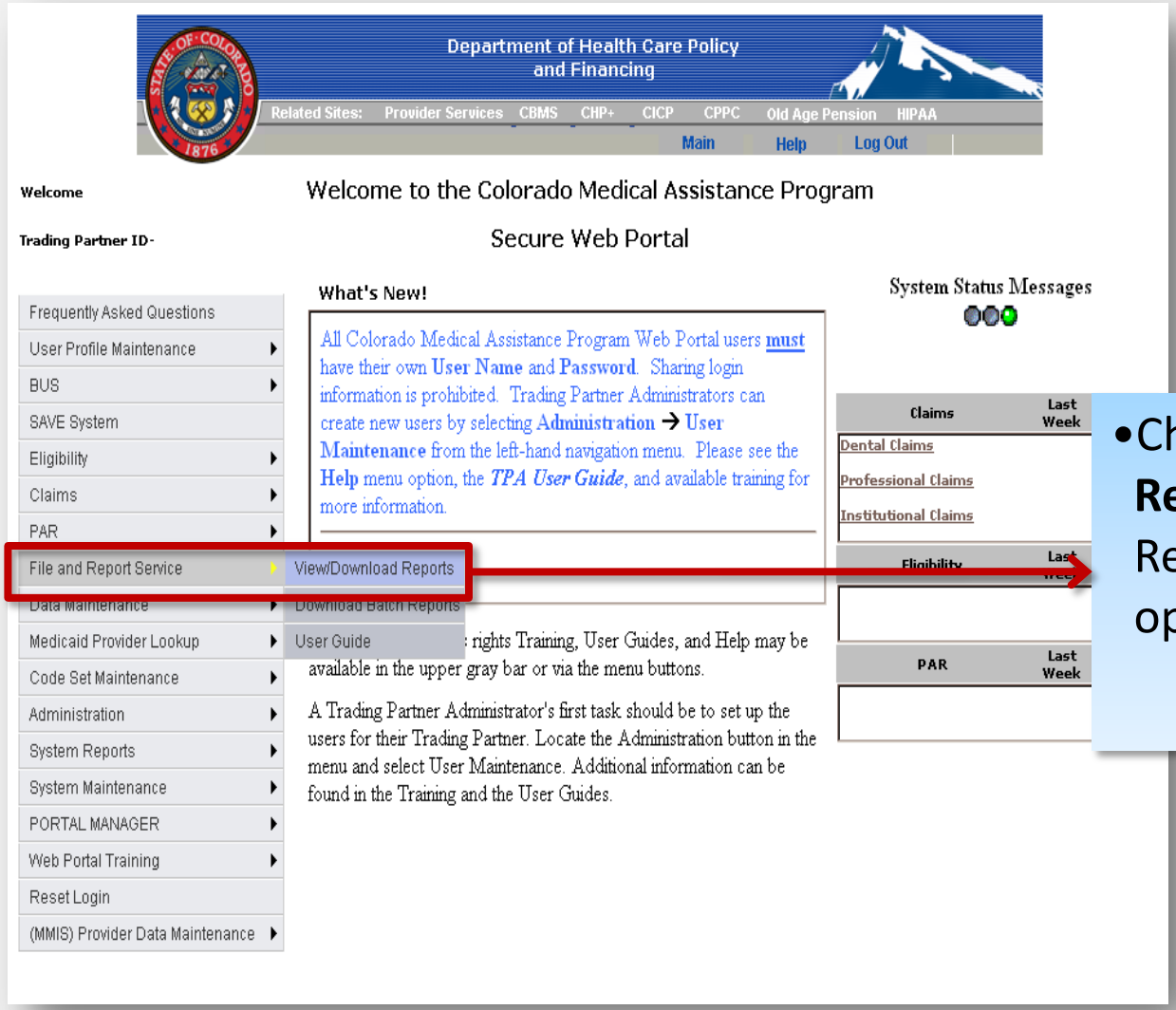
- Choose **Claim Status Inquiry** to inquire about the status of <u>any</u> claim, even ones not submitted through the Web Portal (such as paper claims)

Claims Status Inquiry Access



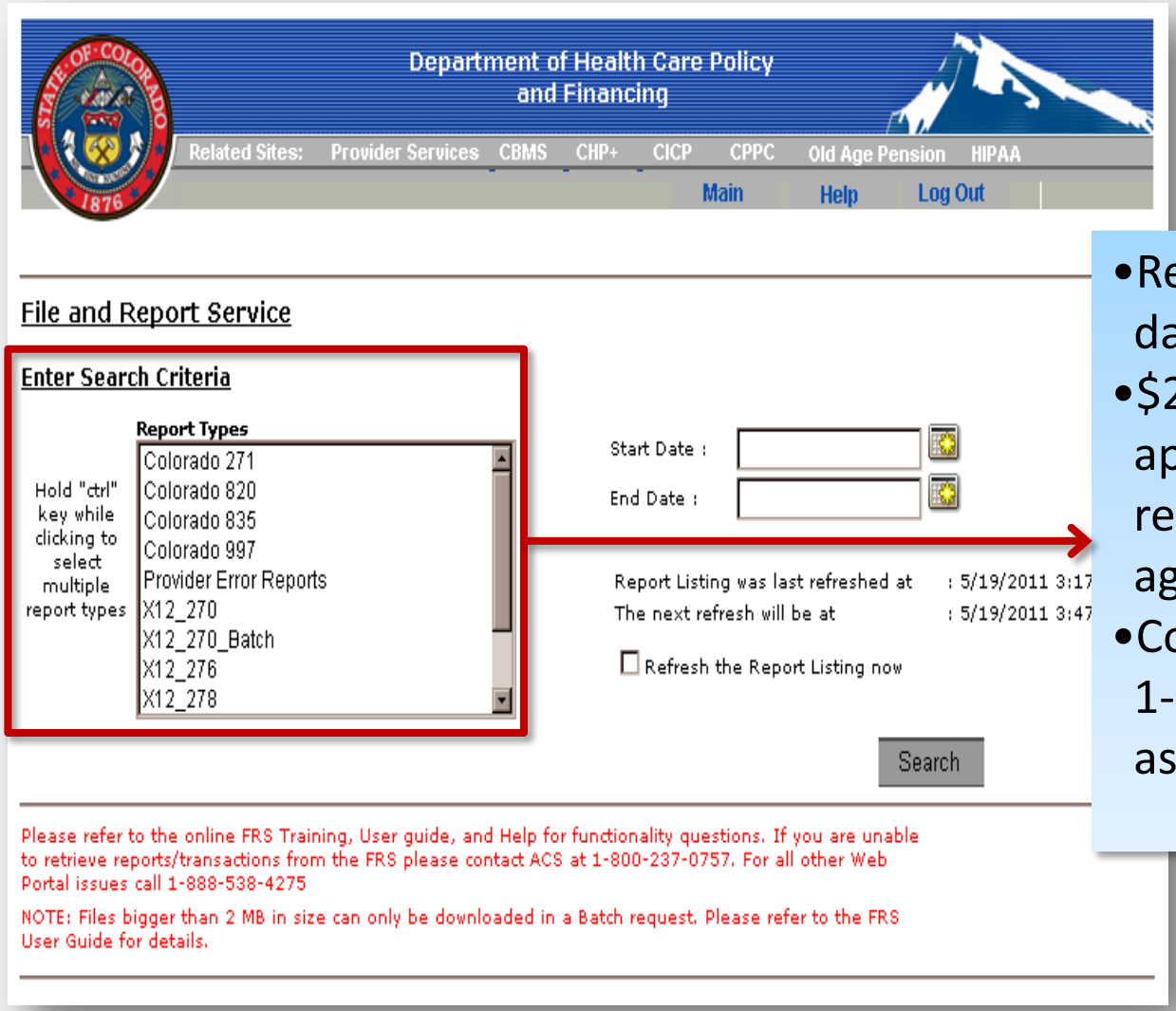
- All fields noted with an "*" are required
- Refer to your Provider Claim Report (PCR) for details when necessary

File and Report Services Access



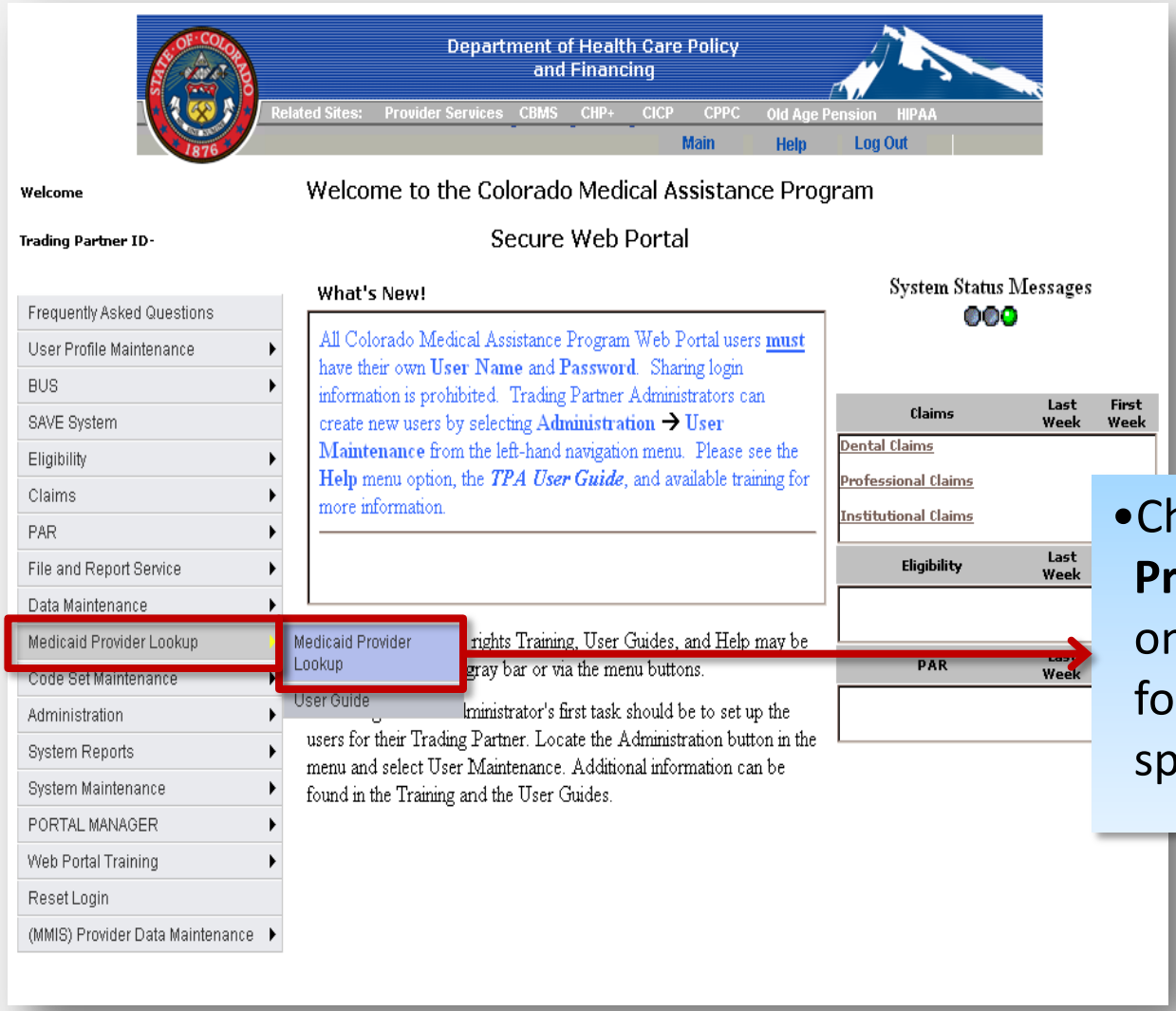
- Choose **View / Download Reports** from the File and Report Service (FRS) option to access reports

File and Report Services Screen



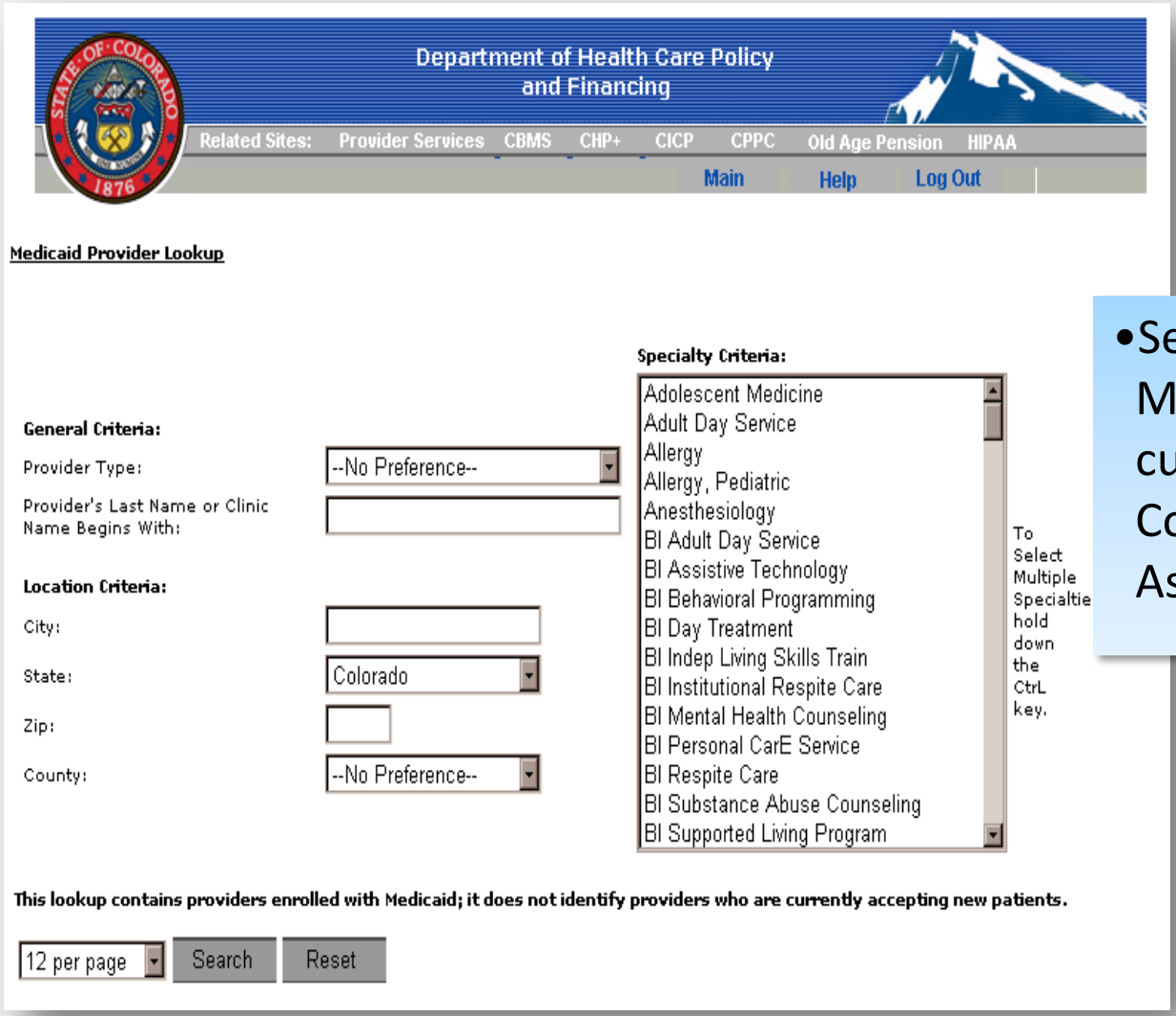
- Reports available for 60 days after posting
- $2.00 charge per page applied for copies requested from fiscal agent
- Contact Fiscal Agent at 1-800-237-0757 for assistance

Medicaid Provider Lookup Access



- Choose **Medicaid Provider Lookup** option on main menu to search for providers with specialties

Medicaid Provider Lookup Screen



- Search limited to Medicaid providers currently enrolled in Colorado Medical Assistance Program

Web Portal Support

- For all password resets & technical support, contact CGI Help Desk: 1-888-538-4275, option 1 or helpdesk.HCG.central.us@cgi.com
- Missing TPA Welcome Letter? Contact HCPF Security Administrators: 303-866-4473
- For Billing Questions, contact Fiscal Agent Provider Services at 1-800-237-0757
- Billing Instructions - choose Provider Services option on top grey menu bar
- End User Training (online) - located in main menu
- User Guides – located in main menu
- Help Guide option – on upper grey menu bar & on each Web Portal page

Thank You!