

Submitting *CMS-1500* Primary and Secondary Claims via the IHCP Provider Healthcare Portal

Indiana Health Coverage Programs
Gainwell Technologies
2024 IHCP Works Annual Seminar



Agenda

- Advantages of Submitting Claims via the IHCP Provider Healthcare Portal
- Submitting Primary and Secondary *CMS-1500* Claims
- Claim Submission Tips and Reminders
- Claim Follow-up and Check Claim Status
- What Went Wrong and Why Did the Claim Deny
- Update Primary Insurance on the IHCP Provider Healthcare Portal
- Helpful Tools
- Questions



Advantages of Submitting Claims via the IHCP Provider Healthcare Portal



Advantages to Submitting *CMS-1500* Claims via the IHCP Provider Healthcare Portal

- Providers receive ***immediate*** claim status: Payment, Denial or Pending in Process.
- Remittance advices (RAs) populate weekly under Search Payment History.
- Submitting claims is easy, ***free*** and efficient.
- Can upload electronic attachments.
- No additional forms to complete.
- Nothing to submit by mail.
- Individual training options with your Provider Relations representative.



Submitting Primary and Secondary *CMS-1500* Claims



Verify Eligibility

Verify Eligibility

- Confirm the Member ID, also known as RID.
- Verify the spelling of the member's name.
- Make sure the member's benefit plan covers the service being billed.
- Check to see if the member is enrolled in a managed care plan.
- Look for primary insurance coverage.



Submitting Primary and Secondary CMS-1500 Claims

The screenshot shows a web portal interface. At the top, there are navigation tabs: My Home, Eligibility, Claims, Care Management, Resources, and Switch Provider. The 'Claims' tab is selected, and a dropdown menu is open, listing the following options: Search Claims, Submit Claim Dental, Submit Claim Inst, Submit Claim Prof (highlighted with a red box and a yellow arrow), and Search Payment History. The left sidebar contains sections for User Details (Welcome, My Profile, Switch Provider), Provider (Name, Provider ID, Provider Maintenance), and Provider Services (Member Focused Viewing, Search Payment History). The main content area features a 'WELCOME HEALTH CARE PROFESSIONAL!' message, a photo of a doctor and a patient, and a 'Contact Us' link. Below the photo, there is a paragraph of text: 'We are committed to make it easier for physicians and other providers to perform their business. In addition to providing the ability to verify member eligibility and submit claims, our secure site provides access to benefits, answers to frequently asked questions, and the ability to search for providers.'

Provider Information

Be sure you are logged in to the IHCP Provider Healthcare Portal under the correct Service Location.

Provider Information			
Requesting Provider Information			
Billing Provider ID	<input type="text"/>	ID Type	NPI
Rendering Provider ID	<input type="text"/>	ID Type	<input type="text"/>
Rendering Taxonomy	<input type="text"/>	ID Type	<input type="text"/>
Referring Provider ID	<input type="text"/>	ID Type	<input type="text"/>
Service Facility Location ID	<input type="text"/>	ID Type	<input type="text"/>



Use the spyglass to enter rendering NPI

Provider ID Search [Back to Claim](#) ?

Search By ID | Search By Name | Search By Organization

* Indicates a required field.

*Provider ID Provider ID Type

If a provider is listed more than once, choose the entry without a taxonomy code, if available.



Member ID and Claim Information

Enter Member ID, Date of Birth and at least one character of First and Last Name

*Member ID

*Last Name

Birth Date

*First Name

Other Claim ID

Claim Information

Claim Header Instructions

Hospital From Date

Date Type

Accident Related

*Patient Number

Medical Record Number

Hospital To Date

Date of Current

Authorization Number

Special Program

*Does the provider have a signature on file? Yes No

*Does the provider accept assignment for claim processing? Yes No Clinical Lab Services Only

*Are benefits assigned to the provider by the patient or their authorized representative? Yes No N/A

*Does the provider have a signed statement from the patient releasing their medical information? Yes No

Include Other Insurance

Total Charged Amount \$0.00

Continue

Cancel

If there is a primary insurance that covers the service, check the box.



Diagnosis Code

Diagnosis Codes

Select the row number to edit the row. Click the **Remove** link to remove the entire row.
Please note that the 1st diagnosis entered is considered to be the principal (primary) Diagnosis Code.

#	Diagnosis Type	Diagnosis Code	Action
1			

1 *Diagnosis Type ICD-10-CM ▼ *Diagnosis Code

Add
Reset

Other Insurance Details

Enter the carrier and policy holder information below.

Enter other carrier Remittance Advice details here for the claim or with each service line. Enter at Adjustment Details section.

Click the **Remove** link to remove the entire row.

#	Carrier Name	Carrier ID	Group ID
1			

Click to add a new other insurance.

E0800-DIAB D/T UNDRL COND W HYPROSM W/O NONKET HYPRGLY-HYPROS COMA

E08321-DIAB D/T UNDRL COND W MILD NONPRLF DIAB RTNOP W MCLR EDEMA

E08329-DIAB D/T UNDRL COND W MILD NONPRLF DIAB RTNOP W/O MCLR EDEMA

E08339-DIAB D/T UNDRL COND W MOD NONPRLF DIAB RTNOP W/O MCLR EDEMA

E08349-DIAB D/T UNDRL COND W SEV NONPRLF DIAB RTNOP W/O MCLR EDEMA

E08341-DIAB D/T UNDRL COND W SEVERE NONPRLF DIAB RTNOP W MCLR EDEMA

E0851-DIAB DUE TO UNDRL COND W DIAB PRPH ANGIOPATH W/O GANGRENE

E0843-DIAB DUE TO UNDRL COND W DIABETIC AUTONM (POLY)NEUROPATHY

E0852-DIAB DUE TO UNDRL COND W DIABETIC PRPH ANGIOPATH W GANGRENE

E08331-DIAB DUE TO UNDRL COND W MOD NONPRLF DIAB RTNOP W

**Add diagnosis by entering description or code.
Choose Add to save each code.**



Other Insurance Details Header Level

Secondary Insurance Information at the *Header* Level

Other Insurance Details

Enter the carrier and policy holder information below.

Enter other carrier Remittance Advice details here for the claim or with each service line. Enter adjusted payment details, such as reason codes, in the Claim Adjustment Details section.

Click the **Remove** link to remove the entire row.

[Refresh Other Insurance](#)

#	Carrier Name	Carrier ID	Group ID	TPL/Medicare Paid Amount	Paid Date	Action
1					-	Remove

[+](#) Click to add a new other insurance.

[Back to Step 1](#) [Continue](#) [Cancel](#)

- Verify that the carrier name shows the correct insurance.
- Remove any insurance that should not be listed.
- Click the **1** by the carrier name to complete the information.
- Click the **+** to add the correct Primary Insurance if not listed.

Secondary Insurance Carrier Information Header Level

Secondary Insurance Information at the *Header* Level

Medicare carrier name can be Wisconsin Physician Services (WPS) or Medicare – Carrier ID 08102. Medicare Advantage Plan and third-party liability (TPL) can be the name of the carrier.

#	Carrier Name	Carrier ID	Group ID	TPL/Medicare Paid Amount	Paid Date	Action
Click to collapse.						
	*Carrier Name	*Carrier ID				
	*Policy Holder Last Name		*First Name		MI	<input type="checkbox"/>
	Policy Holder Address					
	City	State	ZIP Code	Country Code		
	*Policy ID		SSN			
	*Relationship to Patient		*Claim Filing Code			
	Group ID		Policy Name			
	TPL/Medicare Paid Amount		Paid Date			
	Claim ID		Authorization Number			
	Referral Number					
	<input type="button" value="Add"/>	<input type="button" value="Cancel"/>				

Paid amount on the *ENTIRE* claim.
Does not have an asterisk (*) but is required for processing.



Relationship to Patient and Claim Filing Code

Secondary Insurance Information at the *Header* Level

*Carrier Name *Carrier ID

*Policy Holder Last Name *First Name MI

Policy Holder Address

City State ZIP Code Country Code

*Policy ID SSN

*Relationship to Patient *Claim Filing Code

Group ID

TPL/Medicare Paid Amount

Claim ID

Referral Number

Authorization Number

Policy Name

Paid Date

Relationship to Patient dropdown:

- 01-Spouse
- 18-Self
- 19-Child
- 20-Employee
- 21-Unknown
- 39-Organ Donor
- 40-Cadaver Donor
- 53-Life Partner
- G8-Other Relationship

Claim Filing Code dropdown:

- 11-Other Non-Federal Programs
- 12-Preferred Provider Organization (PPO)
- 13-Point of Service (POS)
- 14-Exclusive Provider Organization (EPO)
- 15-Indemnity Insurance
- 16-Health Maintenance Organization (HMO) Medicare Risk
- 17-Dental Maintenance Organization
- AM-Automobile Medical
- BL-Blue Cross/Blue Shield
- CH-Champus
- CI-Commercial Insurance Co.
- DS-Disability
- FI-Federal Employees Program
- HM-Health Maintenance Organization
- LM-Liability Medical
- MA-Medicare Part A
- MB-Medicare Part B
- OF-Other Federal Program
- TV-Title V

How the member is related to the person who holds the insurance.

CI – Commercial Insurance Co.
16 – Medicare Advantage Plan
MB – Medicare Part B



Claim Adjustment Details – Header

Secondary Insurance Information at the **Header** Level

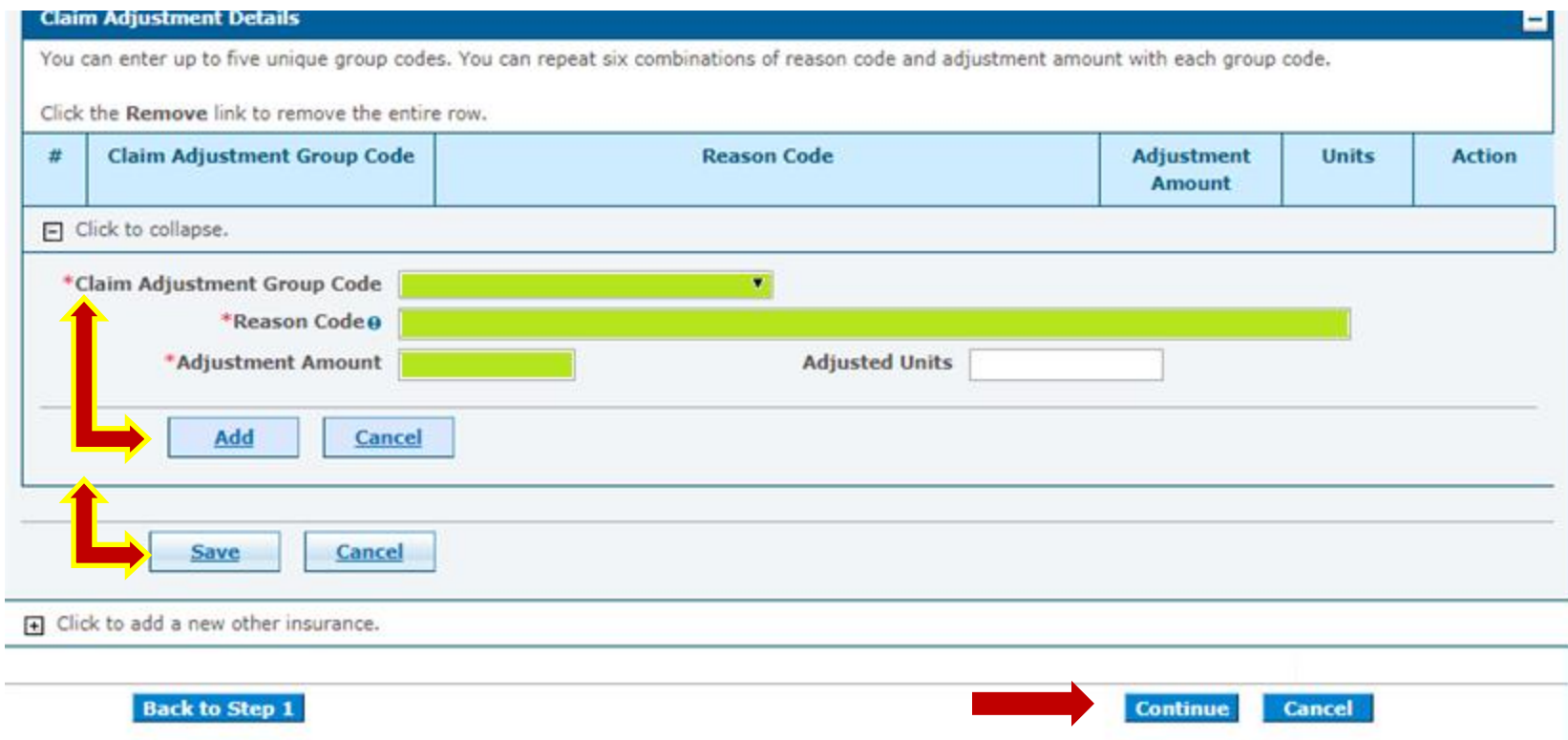
- Claim adjustment details are **NOT** completed for TPL unless there is an acceptable denial adjustment reason code (ARC). Refer to the [Claim Submission and Processing](#) module, Section 5, for acceptable ARC codes.
- Claim adjustment details **ARE** completed for Medicare and Medicare Advantage Plans.

Claim Adjustment Details

You can enter up to five unique group codes. You can repeat six combinations of reason code and adjustment amount with each group code.

Click the **Remove** link to remove the entire row.

#	Claim Adjustment Group Code	Reason Code	Adjustment Amount	Units	Action
Click to collapse.					
*Claim Adjustment Group Code	<input type="text"/>	*Reason Code	<input type="text"/>		
*Adjustment Amount	<input type="text"/>	Adjusted Units	<input type="text"/>		
<input type="button" value="Add"/> <input type="button" value="Cancel"/>					
<input type="button" value="Save"/> <input type="button" value="Cancel"/>					
Click to add a new other insurance.					



Claim Adjustment Details

Secondary Insurance Information at the *Header* Level

Claim Adjustment Details

You can enter up to five unique group codes. You can repeat six combinations of reason code and adjustment amount with each group code.

Click the **Remove** link to remove the entire row.

#	Claim Adjustment Group Code	Reason Code	Adjustment	Units	Action
<input type="checkbox"/>	Click to collapse.				

*Claim Adjustment Group Code

*Reason Code

*Adjustment Amount Adjusted Units

Click to add a new other insurance.

PR – Patient responsibility

1 – Deductible amount
2 – Coinsurance amount
3 – Copayment amount
OR contractual obligation (CO) with the valid TPL ARC explanation

Adjustment amount is the patient responsibility or adjustment reason code (ARC) amount on the **ENTIRE** claim.



Service Details

Service Details

Select the row number to edit the row. Click the **Remove** link to remove the entire row.

#	From Date	To Date	Place of Service	Procedure Code	Charge Amount	Units	Action
---	-----------	---------	------------------	----------------	---------------	-------	--------

Click to collapse.

*From Date To Date *Place of Service

*Procedure Code *Diagnosis Pointers

Modifiers

Charge Amount *Units *Unit Type EPSDT Family Plan EMG

Rendering Provider ID ID Type Rendering Taxonomy

Line Item Control#

NDC for Service Detail

Note for Service Detail

Add

Cancel

Modifiers, if applicable.

Charge amount field does not have an asterisk (*) but is required for processing.



Procedure Code and Place of Service

Service Details

Select the row number to edit the row. Click the **Remove** link to remove

#	From Date	To Date	Place of Service
Click to collapse.			
*From Date	<input type="text"/>	To Date	<input type="text"/>
*Procedure Code	9921		
Code	99218-INITIAL OBSERVATION CARE		
Modifiers	99219-INITIAL OBSERVATION CARE		
	99217-OBSERVATION CARE DISCHARGE		
	99211-OFFICE/OUTPATIENT VISIT EST		
	99212-OFFICE/OUTPATIENT VISIT EST		
Charge Amount	99213-OFFICE/OUTPATIENT VISIT EST		
Rendering Provider ID	99214-OFFICE/OUTPATIENT VISIT EST		
	99215-OFFICE/OUTPATIENT VISIT EST		
Line Item Control#	<input type="text"/>		

row.

Procedure Code	Charge Amount	Units	Action
*Place of Service			
*Diagn			
Type	Unit		
Rendering Taxonom			

- 42-Ambulance - Air or Water
- 41-Ambulance - Land
- 24-Ambulatory Surgical Center
- 13-Assisted Living Facility
- 25-Birthing Center
- 53-Community Mental Health Center
- 96-Community Setting
- 61-Comprehensive Inpatient Rehabilitation Facility
- 62-Comprehensive Outpatient Rehabilitation Facility
- 33-Custodial Care Facility
- 97-EI class/program
- 23-Emergency Room - Hospital
- 65-End-Stage Renal Disease Treatment Facility
- 95-Family Day Care
- 50-Federally Qualified Health Center
- 14-Group Home *
- 12-Home
- 04-Homeless Shelter
- 34-Hospice

Service Detail

Other Insurance Information

Secondary Insurance Information at the *Detail* Level

Service Details							
Select the row number to edit the row. Click the Remove link to remove the entire row.							
#	From Date	To Date	Place of Service	Procedure Code	Charge Amount	Units	Action
1			11-Office	99213-OFFICE/OUTPATIENT VISIT EST	\$100.00	1.00 Unit	Remove

Other Insurance for Service Detail				
Click the row number to edit the row. Click the Remove link to remove the entire row.				
#	Carrier ID	TPL/Medicare Paid Amount	Paid Date	Action
<input type="checkbox"/> Click to collapse.				
	*Other Carrier			
	*TPL/Medicare Paid Amount		*Paid Date	
<input type="button" value="Add"/>		<input type="button" value="Cancel"/>		

Paid amount for *this detail only*

Adjustment Details

Secondary Insurance Information at the *Detail* Level

Other Insurance Details

Enter the carrier and policy holder information below.

Enter other carrier Remittance Advice details here for the claim or with each service line. Enter adjusted payment details, such as reason codes, in the Claim Adjustment Details section.

Click the **Remove** link to remove the entire row.

[Refresh Other Insurance](#)

#	Carrier Name	Carrier ID	Group ID	TPL/Medicare Paid Amount	Paid Date	Action
1					-	Remove

Click to add a new other insurance.

- Claim adjustment details are **NOT** completed for TPL unless there is an acceptable denial adjustment reason code (ARC).
- Claim adjustment details **ARE** completed for Medicare and Medicare Advantage Plans.

Claim Adjustment Details

You can enter up to five unique group codes. You can repeat six combinations of reason code and adjustment amount with each group code.

Click the **Remove** link to remove the entire row.

#	Claim Adjustment Group Code	Reason Code	Adjustment Amount	Adjusted Units	Action
		PR – Patient responsibility			

Click to collapse.

*Claim Adjustment Group Code

*Reason Code

*Adjustment Amount Adjusted Units

[Add](#) [Cancel](#)

[Save](#) [Cancel](#)

Adjustment amount is the patient responsibility or ARC amount on this **DETAIL** only.

1 – Deductible amount
2 – Coinsurance amount
3 – Copayment amount or CO with a valid TPL ARC explanation

[Back to Step 1](#) [Repeat process for all service details](#) [Continue](#) [Cancel](#)

Detail Level Claim Note

Note for Service Detail

Note Reference Code

Note Text

[Save](#) [Cancel](#)

Additional Information
Goals, Rehabilitation Potential, or Discharge Plans

+ Click to add service detail.

Waiver Providers: the LRI information is entered as a claim note at the detail level – [BT 202411](#) and [BT 202449](#)

This information must be included in one of the following formats:

- NAME:
REL:
- NAME-
REL-
- NAME.
REL.
- NAME>
REL>

Claim Note

Claim Note Information [-]

Click the **Remove** link to remove the entire row.

#	Note Reference Code	Note Text	Action
[-] Click to collapse.			
	<input type="text"/>	<input type="text" value="Additional Information"/>	
	<input type="text"/>	<input type="text"/>	
<input type="button" value="Add"/>		<input type="button" value="Cancel"/>	
<input type="button" value="Back to Step 1"/>		<input type="button" value="Back to Step 2"/>	
		<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

Only notes that impact the processing of the claim should be used – refer to the [Claim Submission and Processing](#) module for acceptable claim notes.

****Claim notes may delay the processing of the claim.****

Attachments

When the primary explanation of benefits (EOB) is required, use the “Attachments” feature.

Attachments

Click the **Remove** link to remove the entire row.

#	Transmission Method	File	Control #	Attachment Type	Action
---	---------------------	------	-----------	-----------------	--------

Click to collapse.

*Transmission Method **Submit electronically through file transfer.**

*Upload File No file chosen

*Attachment Type

Search for the file from the documents saved in your files:

- Attachment file size limit is 5 MB, and valid file types for upload include .bmp, .gif, .jpg, .jpeg, .pdf, .png, .tif and .tiff.
- Word and Excel files are not valid.



Attachment Type

Attachments	
Click the Remove link to remove the	
#	Transmission Method
<input type="checkbox"/>	Click to collapse.
*Transmission Method	
*Upload File	
*Attachment Type	

- BT-Blanket Test Results
- CB-Chiropractic Justification
- CK-Consent Form(s)
- CT-Certification
- D2-Drug Profile Document
- DA-Dental Models
- DB-Durable Medical Equipment Prescription
- DG-Diagnostic Report
- DJ-Discharge Monitoring Report
- DS-Discharge summary
- EB-Explanation of Benefits (Coordination of Benefits or Medicare Secondary Payer)
- EB-Explanation of Benefits (Coordination of Benefits or Medicare Secondary Payer)

Claim Note Information	
<input type="button" value="Back to Step 1"/> <input type="button" value="Back to Step 2"/>	<input type="button" value="Submit"/> <input type="button" value="Cancel"/>

<input type="button" value="Back to Step 1"/> <input type="button" value="Back to Step 2"/> <input type="button" value="Back to Step 3"/> <input type="button" value="Print Preview"/>	<input type="button" value="Confirm"/> <input type="button" value="Cancel"/>
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------

Do not use the browser Back button.



Claim Confirmation and Status

The screenshot displays the 'INDIANA MEDICAID for Providers' portal. At the top, there is a navigation bar with links for 'My Home', 'Eligibility', 'Claims', 'Care Management', 'Resources', and 'Switch Provider'. Below this, a breadcrumb trail shows 'Claims > Claim Receipt'. A 'Delegate for' section includes a 'Role IDs' dropdown menu set to 'Provider - In Network'. The main content area is titled 'Submit Institutional Claim: Confirmation' and contains the following text: 'Your Institutional Claim was successfully submitted. The claim status is FinalizedPayment.' A red arrow points from this status text to a yellow callout box. Below this, it says 'The Claim ID is:' followed by a red-bordered empty box. Further instructions include: 'Click Print Preview to view the claim details as they have been saved on the payer's system.', 'Click Copy to copy member or claim data.', 'Click Edit to resubmit the claim.', and 'Click New to submit a new claim.' At the bottom of the content area are four buttons: 'Print Preview', 'Copy', 'Edit', and 'New'.

INDIANA MEDICAID for Providers

Contact Us | FAQs | Logout

My Home | Eligibility | Claims | Care Management | Resources | Switch Provider

Claims > Claim Receipt

Delegate for Role IDs Provider - In Network -

Submit Institutional Claim: Confirmation

Institutional Claim Receipt

Your Institutional Claim was successfully submitted. The claim status is FinalizedPayment.

The Claim ID is:

Click **Print Preview** to view the claim details as they have been saved on the payer's system.

Click **Copy** to copy member or claim data.

Click **Edit** to resubmit the claim.

Click **New** to submit a new claim.

Print Preview **Copy** **Edit** **New**

Attachments or notes may cause the claim to be **Pending in Process**.

When status is "Denied," copy the claim, make corrections and resubmit immediately. The claim does not need to appear on a remittance advice (RA) before it can be corrected.

Claim Submission Tips and Reminders



Primary Explanation of Benefits (EOB)

When is the Primary EOB required for *Other Insurance/Non-Medicare (TPL)*?

- A. When the TPL makes a payment.
 - B. When the TPL denies the claim or the entire claim is applied to deductible.**
 - C. The TPL EOB is not needed.
- When the third-party liability (TPL) carrier has **DENIED** the service as **noncovered**.
 - *Exception* – If the **TPL primary EOB contains an acceptable denial adjustment reason code (ARC)**, the secondary windows can be completed with the ARC, and no EOB is required.
 - When TPL carrier has applied the **entire** amount to the deductible – **PAID** at \$0.00.

EOB must be from the actual primary insurance – not a vendor remittance.

The date of service, procedure codes, and billed amount must match.



Primary Explanation of Benefits (EOB) TPL

When is the primary EOB **NOT** required for *Other Insurance/Non-Medicare (TPL)*?

- A. When the TPL covers the service.
- B. When the TPL makes a payment.
- C. When the TPL covers the service and has made a payment on the claim.

When the primary insurance **COVERS** the service and has made a **PAYMENT** on the claim:

- Actual dollars were received.
- Balance is applied to deductible, copayment or coinsurance.

Primary EOB

Medicare and Medicare Advantage

When is the primary EOB required for *Medicare and Medicare Advantage Plans*?

- A. When Medicare or the Medicare Advantage Plan **DENIES** the service.
- B. When Medicare or Medicare Advantage **COVERS** the service.
- C. When Medicare or Medicare Advantage **COVERS** and **makes a payment**.

- Services that are **NONCOVERED** by the primary insurance are **NOT** filed as a secondary claim.
- **Reminder:** When a Medicare Advantage Plan EOB is required, write **MEDICARE ADVANTAGE PLAN** on the EOB.
- EOB must be from the actual primary insurance – not a vendor remittance. The date of service, procedure codes, and billed amount must match.



Primary Explanation of Benefits (EOB)

When is the Primary EOB **NOT** required for *Medicare and Medicare Advantage Plans*?

- A. When Medicare or the Medicare Advantage Plan **DENIES** the service.
- B. When Medicare or Medicare Advantage **ALLOWS and PAYS** the service.
- C. When Medicare or Medicare Advantage **ALLOWS and PAYS** some of the charges.

When the Medicare or Medicare Advantage Plan **ALLOWS** the service:

- Actual dollars were received, *OR*
- Entire or partial amount was applied to deductible, coinsurance, or copay.

When Medicare or Medicare Advantage **ALLOWS and PAYS** some of the charges, the claim will need to be split billed and the Medicare EOB will need to be attached to the denied charges claim.



Claim Follow-up and Check Claim Status



Search Claims

To search for specific claims for a member, use the Member ID and dates of service (DOS) to see all claim activity.

The screenshot shows the 'INDIANA MEDICAID for Providers' portal. The navigation menu includes 'My Home', 'Eligibility', 'Claims', 'Care Management', and 'Resources'. The 'Claims' menu is expanded, showing options like 'Search Claims', 'Submit Claim Dental', 'Submit Claim Inst', 'Submit Claim Prof', 'Search Payment History', 'Request FQHC/RHC Wrap Report', and 'Retrieve FQHC/RHC Wrap Report'. The 'Search Claims' option is highlighted with a red box and a yellow arrow. Below the menu is a search form with fields for 'Member ID', 'Last Name', 'Birth Date', and 'First Name'. There is also a 'Service Information' section with 'Claim Type', 'Service From', 'To', 'Paid Date', and 'Claim Status' dropdowns. A red box highlights the 'Search' button at the bottom left of the form.

Search for Multiple Claims

To search for multiple claims, enter date range and status.

Service Information

Claim Type

Service From To

Paid Date

Claim Status

Finalized Payment

Finalized Denied

Pending In Process

Search Results

To see service line information or to view a remittance advice, click on the '+' next to the claims ID.

Total Records: 4

+/-	Claim ID	Claim Type	Claim Status	Service Date ▼	Member ID	Rendering Provider ID	Medicaid Paid Amount	Paid Date	Member Responsibility
+		Professional	Finalized Payment						\$0.00
+		Professional	Finalized Payment						\$0.00
+		Professional	Finalized Denied						\$0.00
+		Professional	Finalized Payment						\$0.00



Claim Follow-up and Status

Edit, Copy, Void

Make a decision as to what action should be taken.

Edit

Edit a **PAID** claim that needs to be adjusted. Leave all the correct information on the claim that was previously paid; correct what is wrong. **NEVER** edit a paid claim if the date of service is past timely filing – unless there is proof of retroactive eligibility, enrollment, prior authorization, or correction due to overpayment.

Copy

Copy a **DENIED** claim. Correct the information and resubmit. A paid claim cannot be copied and resubmitted – it will deny as a duplicate.

Void

Avoid the **VOID** unless the *entire* paid amount on the claim needs to be refunded.

What Went Wrong and Why Did the Claim Deny



Denied Claim

Provider called stating claim denied for:

Claim EOB Information			
Claim / Service #	Disposition	EOB Code	Description
Claim	Deny	0815	TPL REQUIRED AT DETAIL AND MUST SUM TO EQUAL THE HEADER TPL AMOUNT
Claim	Deny	0815	TPL REQUIRED AT DETAIL AND MUST SUM TO EQUAL THE HEADER TPL AMOUNT

Search for the claim using the Member ID and date of service.

Correction of Denied Claim

Information is entered at the *Header* Level.

#	Carrier Name	Carrier ID	Group ID	TPL/Medicare Paid Amount	Paid Date	Action
Click to collapse.						
*Carrier Name		*Carrier ID				
*Policy Holder Last Name		*First Name		MI <input type="checkbox"/>		
Policy Holder Address						
City						
State		ZIP Code		Country Code		
*Policy ID		SSN				
*Relationship to Patient		*Claim Filing Code				
Group ID		Policy Name				
TPL/Medicare Paid Amount		Paid Date				
Claim ID						
Referral Number			Authorization Number			
Add		Cancel				



Corrected Claim

Information at the **Detail** Level on claim was not entered-causing denial:

Other Insurance for Service Detail				
#	Carrier ID	TPL/Medicare Paid Amount	Paid Date	Action
Click to collapse.				
	*Other Carrier			
	*TPL/Medicare Paid Amount	\$0.00	*Paid Date	

Yellow arrows point to the empty fields for *Other Carrier, *TPL/Medicare Paid Amount, and *Paid Date.

Information at the **Detail** Level corrected – claim now paid!

Other Insurance for Service Detail				
#	Carrier ID	TPL/Medicare Paid Amount	Paid Date	Action
Click to collapse.				
	*Other Carrier	Name of Primary Insurance		
	*TPL/Medicare Paid Amount	\$50.00	*Paid Date	Paid Date

Yellow arrows point to the filled fields for *Other Carrier (Name of Primary Insurance), *TPL/Medicare Paid Amount (\$50.00), and *Paid Date (Paid Date).

Claim Denial

Provider called stating claim denied for Medicare information – but it was on the claim...

Claim denial:

Claim EOB Information			
Claim / Service #	Disposition	EOB Code	Description
Svc # 1	Deny	0593	AT LEAST ONE DETAIL SUBMITTED CONTAINS MEDICARE COB DATA RESULTING IN A REVIEW OF ALL DETAIL COB DATA. PLEASE REVIEW TO ENSURE COB DATA FOR DETAIL IN QUESTION DOES NOT CONTAIN ALL ZEROS OR IS MISSING

Search for claim using the Member ID and date of service.

Claim Correction

Claim Adjustment information entered at the **Header** Level for Medicare Advantage Plan.

Claim Adjustment Details

You can enter up to five unique group codes. You can repeat six combinations of reason code and adjustment amount with each group code.

Click the **Remove** link to remove the entire row.

#	Claim Adjustment Group Code	Reason Code	Adjustment Amount	Units	Action
1	PR-Patient Responsibility	2-Coinsurance Amount	\$20.76		Remove

*Claim Adjustment Group Code: PR-Patient Responsibility

*Reason Code: 2-Coinsurance Amount



*Adjustment Amount: \$20.76 Adjusted Units:

Other Carrier and Claim Adjustment information was **not** entered at the **Detail** Level for Medicare Advantage Plan for claim above causing claim to deny:

Other Insurance for Service Detail

Click the row number to edit the row. Click the **Remove** link to remove the entire row.

#	Carrier ID	TPL/Medicare Paid Amount	Paid Date	Action
Click to collapse.				
	*Other Carrier: <input type="text"/>	*TPL/Medicare Paid Amount: \$0.00	*Paid Date: <input type="text"/>	

Claim Adjustment Detail

Other Insurance information and Claim Adjustment Details added at the **Detail** Level for Medicare Advantage Plan:

Claim Adjustment Details

You can enter up to five unique group codes. You can repeat six combinations of reason code and adjustment amount with each group code.

Click the **Remove** link to remove the entire row.

#	Claim Adjustment Group Code	Reason Code	Adjustment Amount	Units	Action
<input type="checkbox"/> Click to collapse.					
*Claim Adjustment Group Code	<input type="text" value="PR-Patient Responsibility"/>				
*Reason Code	<input type="text" value="2-Coinsurance Amount"/>				
*Adjustment Amount	<input type="text" value="20.76"/>		Adjusted Units	<input type="text"/>	

CLAIM NOW PAID!!

Update Primary Insurance on the IHCP Provider Healthcare Portal



Secure Correspondence Link

The screenshot displays the 'INDIANA MEDICAID for Providers' web interface. At the top, there is a navigation bar with links for 'My Home', 'Eligibility', 'Claims', 'Care Management', 'Resources', and 'Switch Provider'. Below this, a 'Delegate for' section shows a dropdown menu set to 'Provider - In Network'. The main content area features a 'WELCOME HEALTH CARE PROFESSIONAL!' message, a 'Contact Us' link, and a 'Notify Me' link. A 'Secure Correspondence' link, accompanied by an envelope icon, is highlighted with a red rectangular border. On the left side, there are sections for 'User Details' (with links for 'My Profile' and 'Switch Provider') and 'Provider' (with links for 'Name', 'Provider ID', and 'Provider Maintenance').

Secure Correspondence is a delegate function assigned when the delegate is added to a service location.

Secure Correspondence Message

Access your messages by selecting the individual subject line. Whenever a new message is sent, a confirmation e-mail precedes the request. For additional queries please contact us.

[Create New Message](#)

Total Records: 11				
Status	Subject	Message Category	Date Opened ▼	Date Closed
Closed		TPL Update		
Closed		TPL Update		
Closed		TPL Update		
Closed		TPL Update		
Closed		TPL Update		

- Previously submitted correspondence messages and status are listed.
- Responses are specific to the service location under which the correspondence was submitted.

Eligibility

Other Insurance Details						
Carrier Name (Carrier ID)	Address	Phone Number	Policy ID	Group ID	Policy Holder	Coverage Type
ADVANCED PARADIGM						PHARMACY
ANTHEM BC/BS						MEDICAL

- The TPL reported on the claim should match what is on the eligibility:
 - If it does not, a TPL update should be submitted.
(Exception – Pharmacy information)
- Medicare Advantage Plans should **NOT** show on the eligibility.

Message Content

Enter your correspondence information below and click the **Send** button to send the correspondence or click **Cancel** to return to Secure Correspondence Message - Box

* Indicates a required field.

*Subject

*Message Category ▼

*Email Address

*Confirm Email Address

Member ID

Claim Number

Date of Service To

Medicaid Paid Amount

Paid Date

Provider/Facility

*Message

MEMBER NO LONGER HAS ANTHEM AS PRIMARY INSURANCE POLICY NUMBER XXXXXXXXXX. CLAIM SUBMITTED FOR DOS 07.03.2023 FOR OFFICE VISIT. CLAIM DENIED FOR PRIMARY INSURANCE. PLEASE REMOVE MEMBER'S LISTED PRIMARY INSURANCE.



Attachment

Add any available attachments to support the request.

Attachments [-]

Click the **Remove** link to remove the entire row.

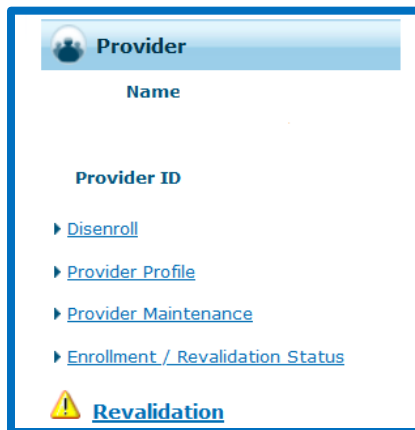
#	Transmission Method	File	Control #	Attachment Type	Action
<input type="checkbox"/> Click to collapse.					
<p>*Transmission Method <input type="text" value="FT-File Transfer"/></p> <p>*Upload File <input type="button" value="Choose File"/> No file chosen</p> <p>*Attachment Type <input type="text"/></p> <p><input type="button" value="Add"/> <input type="button" value="Cancel"/></p> <p><input type="button" value="Send"/> <input type="button" value="Cancel"/></p>					
				01-Primary payer EOBs, including Medicare 02-Invoices or MSRP 03-Medical records 04-Consent forms 05-Remittance Advice (RA) 06-Screen prints 07-Admin Review Request Form 08-Claim/Correspondence 09-Other	<input type="button" value="Attachments"/>

Helpful Tools



Revalidation Reminders

- Notifications with instructions for revalidating are sent to the **MAIL TO ADDRESS in each service location Provider Profile** 90 and 60 days in advance of the revalidation due date - that's 30 days ahead of the final deadline date. That extra time is there to make sure providers submit on time because otherwise, the enrollment will be closed.
- The [Provider Enrollment Revalidation webpage](#) provides a list of providers with upcoming revalidation due dates.
- Providers will also see a reminder on the home page of their Provider Profile, on the IHCP [Provider Healthcare Portal](#).
 - **The revalidation reminder is service location specific**

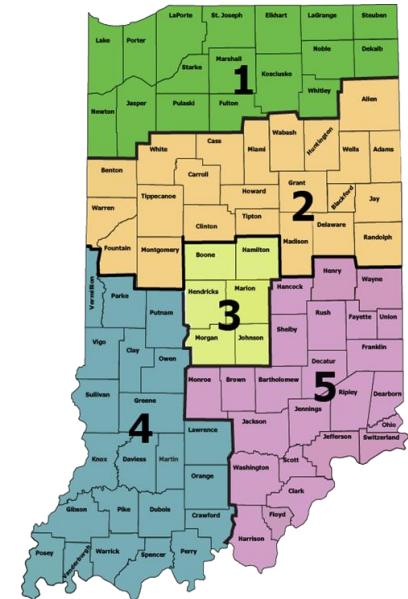


- **Revalidation must be finalized before the revalidation end date.**
- ***Providers that fail to revalidate will be required to re-enroll as new providers.***



Provider Relations Team

Region	Consultant	Email	Telephone	Counties Served
1	Jean Downs	INXIXRegion1@gainwelltechnologies.com	317-488-5071	Dekalb, Elkhart, Fulton, Jasper, Kosciusko, LaGrange, Lake, LaPorte, Marshall, Newton, Noble, Porter, Pulaski, St. Joseph, Starke, Steuben, Whitley
2	Jill Harris	INXIXRegion2@gainwelltechnologies.com	317-488-5080	Allen, Adams, Benton, Blackford, Cass, Carroll, Clinton, Delaware, Fountain, Grant, Howard, Huntington, Jay, Madison, Miami, Montgomery, Randolph, Tippecanoe, Tipton, Wabash, Warren, Wells, White
3	Jeannette Curtis	INXIXRegion3@gainwelltechnologies.com	317-488-5324	Boone, Hamilton, Hendricks, Johnson, Marion, Morgan
4	Emily Redman	INXIXRegion4@gainwelltechnologies.com	317-488-5153	Clay, Crawford, Daviess, Dubois, Gibson, Greene, Knox, Lawrence, Martin, Orange, Owen, Parke, Perry, Pike, Posey, Putnam, Spencer, Sullivan, Vanderburgh, Vermillion, Vigo, Warrick
5	Tami Foster	INXIXRegion5@gainwelltechnologies.com	317-488-5186	Bartholomew, Brown, Clark, Dearborn, Decatur, Fayette, Floyd, Franklin, Hancock, Harrison, Henry, Jackson, Jefferson, Jennings, Monroe, Ohio, Ripley, Rush, Scott, Shelby, Switzerland, Union, Washington, Wayne



Provider Assistance

Your Provider Relations Consultant can:

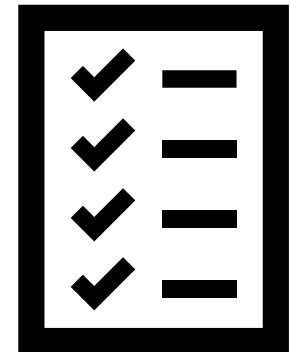
- Assist you with complex claim denial issues
- Provide free IHCP Provider Healthcare Portal training
- Assist you with the enrollment or revalidation process
- Assist you in understanding member eligibility
- Conduct 1:1 virtual or in-person onsite training and provider workshops
- Help you in navigating the IHCP provider website and reference modules



Contact Checklist

Emails and calls should always include:

- Provider NPI and Provider ID.
- Contact name, phone number, and email.
- Exact reason for the email or call:
 - Claim example and exact claim information
 - Member information including the Member Medicaid number
 - Nature of issues
- Include application tracking number (ATN) if related to provider enrollment.
- Any other information to help Provider Relations research prior to returning the email or call.



Email is the preferred method of contact.
If sending protected health information (PHI),
send via secure email

Helpful Tools and Resources

[Indiana Medicaid for Providers](#) website:

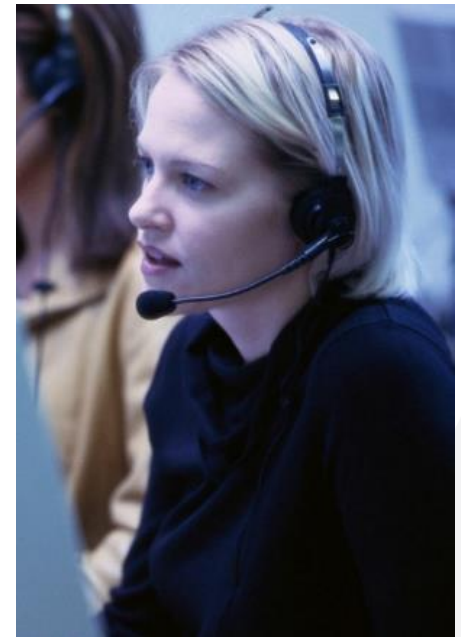
- Provider References > [IHCP Provider Reference Modules](#)
- Contact Information > Provider Relations Consultants

Customer Assistance:

- 800-457-4584
- Live assistance available Monday–Friday, 8 a.m. – 6 p.m. Eastern Time

Secure Correspondence:

- Via the [IHCP Provider Healthcare Portal](#)
 - Registered account required.
 - After logging in to the IHCP Portal, click **Secure Correspondence** to submit a request.



Evaluation Survey

WE WANT TO HEAR FROM YOU!!



Log into the [2024 IHCP Works Annual Seminar app website](#)

Event Evaluation

Incomplete
Tap To Evaluate Now



**To complete the Event evaluation,
tap the green box**

**Choose any session's evaluation from the list below
the green box (in alphabetical order)**

**Session evaluations are also
available from your agenda:**

Please Evaluate

Make sure to answer all questions marked required to avoid errors

Please visit the Gainwell table for assistance



Questions

