

IHCP *banner page*

INDIANA HEALTH COVERAGE PROGRAMS

BR201711

MARCH 14, 2017

Paper claims with TPL or Medicare information must include the special attachment form

Providers submitting paper claims with third-party liability or Medicare information are reminded that the *Third-Party Liability (TPL)/Medicare Special Attachment Form* must be included with the claims. Failure to include this form will cause claims to deny. Additional information about use of this form can be found in [BT201667](#). The [Special Attachment Form](#), as well as [instructions](#) for completing the attachment, can be located on the *Forms* page of [indianamedicaid.com](#). Claims submitted through the Portal or through the Electronic Data Interchange are not required to include this form; however, TPL and Medicare information must be provided at the detail level for certain claim types. Please refer to *CoreMMIS Bulletin* [BT201667](#) and *Banner Page* [BR201706](#) for details and clarification.



Facility claims must include HIPAA-compliant occurrence codes

In Indiana Health Coverage Programs (IHCP) *CoreMMIS Bulletin* [BT201667](#), the IHCP informed providers that *CoreMMIS* would use Health Insurance Portability and Accountability Act (HIPAA)-compliant coding in its claim-processing logic. Specifically, the publication stated that HIPAA-compliant occurrence codes would be required for dates of service after *CoreMMIS* implementation.

The IHCP is finding that a number of facility claims from long-term care facilities as well as inpatient and outpatient hospital claims, including crossover claims, with dates of discharge after *CoreMMIS* implementation are being submitted using occurrence code 51 to indicate a live discharge, as was done in *IndianaAIM*. Live discharges occurring on or after February 13, 2017, should be billed with occurrence code 42—*Date of discharge*. Live discharges that occurred before February 13, 2017, should be billed with occurrence code 51.

As a reminder, claims for members with a discharge due to death should continue to be billed with occurrence code 55—*Date of death*.

MORE IN THIS ISSUE

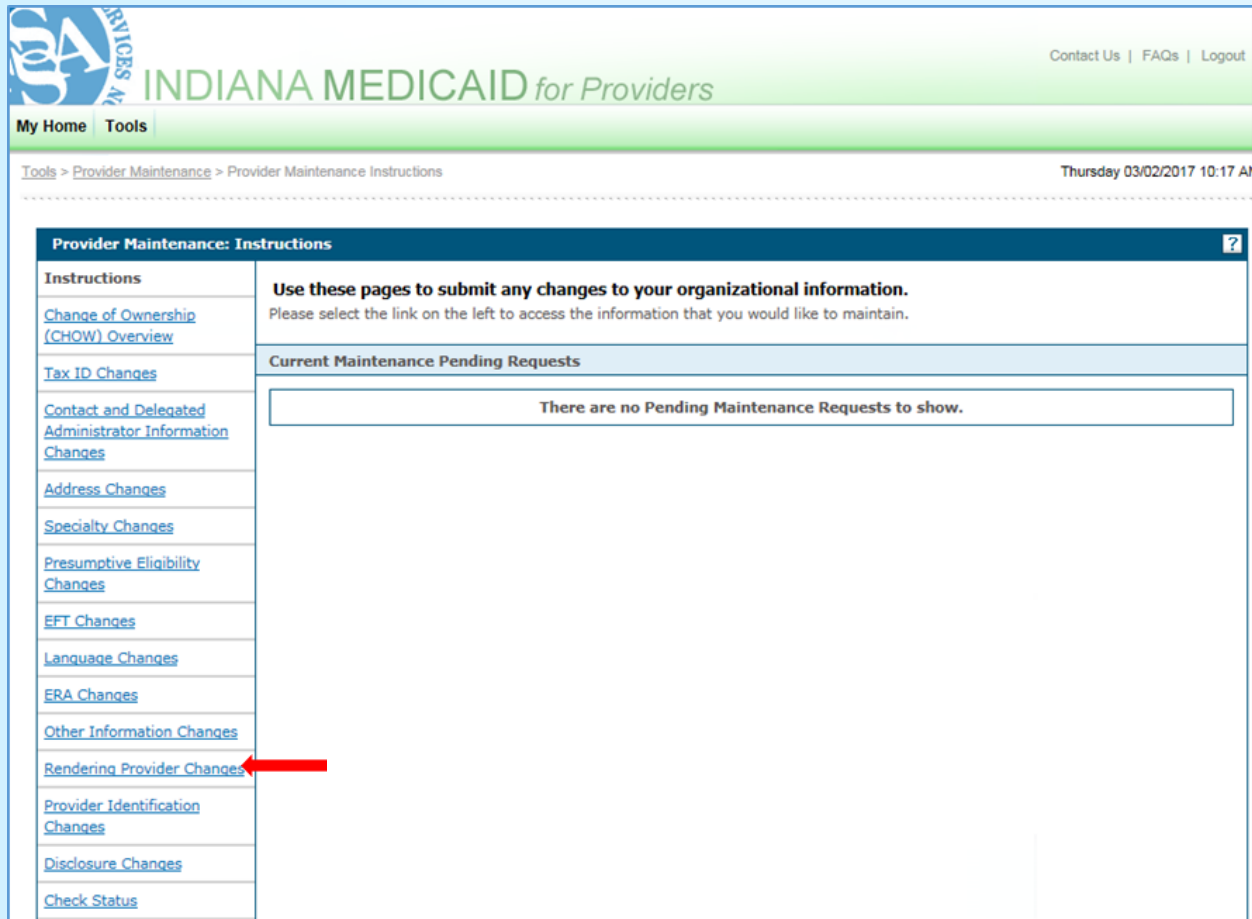
- [IHCP reminds providers how to add multiple rendering providers to an active group location in the Portal](#)
- [Member search issue in the Portal corrected](#)

IHCP reminds providers how to add multiple rendering providers to an active group location in the Portal

In the Indiana Health Coverage Programs (IHCP) Provider Healthcare Portal, providers can easily add one or more rendering providers at a time when making changes through the *Provider Maintenance* function of the Portal. To make multiple rendering provider changes at one time, all changes must be made BEFORE clicking **Submit**. After **Submit** is clicked, that maintenance transaction session will end and those changes must be fully processed before further changes can be made to the group provider's profile. Follow these instructions:

1. On the *My Home* page of the Portal, click the *Provider Maintenance* link in the left navigation panel to display the Provider Maintenance Instructions screen (see Figure 1).
2. Click the *Rendering Provider Changes* link to get to the *Provider Maintenance: Rendering Providers* page.

Figure 1 - The Provider Maintenance: Instructions page



continued

3. On the *Provider Maintenance: Rendering Providers* page, select the Add tab to add rendering providers. See Figure 2.

Figure 2 - The Provider Maintenance: Rendering Providers page

Indiana Medicaid for Providers

Tools > Provider Maintenance > Provider Maintenance Instructions > Provider Maintenance Rendering Providers

Thursday 03/02/2017 10:18 A

Provider Maintenance: Rendering Providers

Summary Add

Select the Add tab to add one or more rendering providers to the group.

Select the row number to edit the row. Click the **Remove** link to remove the entire row. The absence of a **Remove** link indicates that this Rendering Provider is a PMP within this group provider and cannot be removed until the provider contacts the MCE(s) to end the PMP status at this location.

#	NPI	Provider ID	Effective Date	Action
1	5555555555	111111111	01/15/2012	
2	6666666666	222222222	01/03/2012	
3	7777777777	333333333	08/10/2012	Remove
4				
5				
6				
7				
8				
9				
10				

Total Records: 39

1 2 ...

Submit Cancel

4. Follow these steps for each rendering provider (see [Figure 3](#)).
 - a. Enter an effective date in the Rendering Linkage Effective Date field.
 - b. Enter either a Provider ID (formerly known as a Legacy Provider ID, plus the service location code) or National Provider Identifier (NPI) in the appropriate field. (The Provider ID is preferred, but NPI is also an option. Waiver providers must enter a Provider ID and not an NPI.)
 - c. Select the **I Accept** check box. Click the link to the *Rendering Provider Agreement and Attestation Form* for this rendering provider and print it out for mailing.

continued

5. Choose **Save**. This will return you to the Summary tab where the newly added rendering should display. See [Figure 4](#).
6. If you have more rendering providers to add to this group location, return to the Add tab and complete steps 4 and 5 for the next rendering provider. **Do not click Submit if you have multiple rendering providers to add during one session.**

Figure 3 - Enter rendering provider information under the Add tab

The screenshot shows the 'Provider Maintenance: Rendering Providers' interface. At the top, there is a navigation bar with 'My Home' and 'Tools'. Below that is a breadcrumb trail: 'Tools > Provider Maintenance > Provider Maintenance Instructions > Provider Maintenance Rendering Providers'. The main content area has two tabs: 'Summary' and 'Add'. The 'Add' tab is active. The form contains the following elements:

- Text: 'Enter information for the rendering provider being added.'
- Text: 'Select the Summary tab to return to view the list of rendering providers and to continue to the next page.'
- Text: '* Indicates a required field.'
- Text: '*Rendering Linkage Effective Date' followed by a date input field and a calendar icon. A red arrow points to the date field.
- Text: '*Either a Provider ID or NPI is required.'
- Text: 'Only currently enrolled rendering providers can be added to this group provider'
- Text: 'Provider ID' followed by an input field. A red arrow points to the input field.
- Text: 'NPI' followed by an input field. A red arrow points to the input field.
- Text: '*I accept' followed by an unchecked checkbox.
- Text: 'I attest that a signed Rendering Provider Agreement and Attestation Form will be sent by mail along with the coversheet furnished at the end of this application submission. Please use the link below to obtain a copy of the most current Rendering Provider Agreement and Attestation Form. Both the group's owner or authorized official and the rendering provider must sign this form.'
- Text: [Rendering Provider Agreement and Attestation Form](#)
- Text: 'NOTE: The above link to the Rendering Provider Agreement and Attestation Form will open a PDF in a new browser window. PDF Files require [Adobe® Acrobat® Reader®](#)'
- Buttons: 'Save', 'Reset', and 'Cancel'. A red arrow points to the 'Save' button.

continued

Figure 4 - The Summary tab lists all rendering providers linked to the service location

The screenshot shows the 'Provider Maintenance: Rendering Providers' interface. At the top, there is a navigation bar with 'My Home' and 'Tools'. Below that, a breadcrumb trail reads 'Tools > Provider Maintenance > Provider Maintenance Instructions > Provider Maintenance Rendering Providers'. The main content area is titled 'Provider Maintenance: Rendering Providers' and has a 'Summary' tab selected. Below the tab, there is an 'Add' button and instructions: 'Select the Add tab to add one or more rendering providers to the group.' and 'Select the row number to edit the row. Click the Remove link to remove the entire row. The absence of a Remove link indicates that this Rendering Provider is a PMP within this group provider and cannot be removed until the provider contacts the MCE(s) to end the PMP status at this location.' A table titled 'Rendering Providers' is displayed with the following data:

#	NPI	Provider ID	Effective Date	Action
1	555555555	111111111	01/15/2012	
2	666666666	222222222	01/03/2012	
3	777777777	333333333	08/10/2012	Remove
4				
5				
6				
7				
8				
9				
10				

At the bottom of the form, there are 'Submit' and 'Cancel' buttons. A red arrow points to the 'Submit' button.

- When you are finished adding rendering providers, click **Submit** to complete the task and follow the system prompts.
- Print out a cover sheet with the Application Tracking Number (ATN) to attach to your signed rendering provider agreements. Print only one cover sheet, attach all agreements to one cover sheet, and mail to the post office box on the cover sheet.

When adding more than one rendering provider to the group's *Provider Account* in the *Provider Maintenance* function of the Portal, the rendering provider must already be actively enrolled in the IHCP. If a group wants to add a rendering provider that is not yet enrolled in the IHCP, the group must enroll the rendering provider through the *Provider Enrollment* function on the Portal.

Member search issue in the Portal corrected

Providers searching for members by name, date of birth, or Social Security number were sometimes receiving an error message indicating the system could not identify a unique member based on that information. In error, the system had not automatically linked all Member IDs, or RIDs, for a single member – for instance, a presumptive eligibility (PE) RID to a 1099 RID member – for all member files that were converted to CoreMMIS.

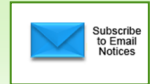
The system has been corrected so that multiple member RIDs are now linked to one primary RID. This allows providers to retrieve accurate eligibility information when searching using any of the search criteria options, including PE RID numbers that have been replaced with a new primary RID.

QUESTIONS?

If you have questions about this publication, please contact Customer Assistance at 1-800-457-4584.

SIGN UP FOR IHCP EMAIL NOTIFICATIONS

To receive email notices of IHCP publications, subscribe by clicking the blue subscription envelope here or on the pages of indianamedicaid.com.



COPIES OF THIS PUBLICATION

If you need additional copies of this publication, please [download them](#) from indianamedicaid.com.

TO PRINT

A [printer-friendly version](#) of this publication, in black and white and without graphics, is available for your convenience.