



More New Web Tool Enhancements

Effective June 29, 2004

South Carolina Medicaid continues to update and enhance the South Carolina Medicaid Web-based Claims Submission Tool to make it easier to use! This edition of the Web Tool Times outlines changes that will be effective the evening of June 29, 2004.

There are changes to outpatient claims submission on the UB-92 claim form, as well as a newly implemented claims purge process for all claim types. This issue also introduces new enhancements that include a new option in the List Management submenu, a more uniform tabbing order, additional Hover Helps, and the ability to check eligibility from the Recipient List.

We will incorporate information about these changes into our monthly Web Tool training class – refer to page 5 for information on how to enroll. As always, we value your comments and ideas as we strive to improve the SCMWBCST for your use.

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Let's Talk About ... Contact List

As you know, the South Carolina Medicaid Web-based Claims Submission Tool is equipped with a List Management option. It is not required that you set up lists and use lists, but you will get the maximum benefits of the tool if you do. When entering information into a claim, you can simply select the information from one of your lists, thus saving time spent on repetitive typing and reducing the risk of typographical errors. You can build lists for diagnosis codes, HCPCS codes, modifiers, recipients and more!

When you submit claims using the SCMWBCST, you must always fill in the contact information in case we need to contact you about a particular batch. Effective the evening of June 29th, you can build and use the new Contact list in List Management.

Contact Name	Address	City	State	Zip	Phone	Extension	Status	Edit	Delete
Gary Street	123 Main Street	Anytown	SC	29072	8036568022	8595	A	Edit	Delete
James Dugan	123 Main Street	Anytown	SC	29072	8036568022	2522	A	Edit	Delete
	123								

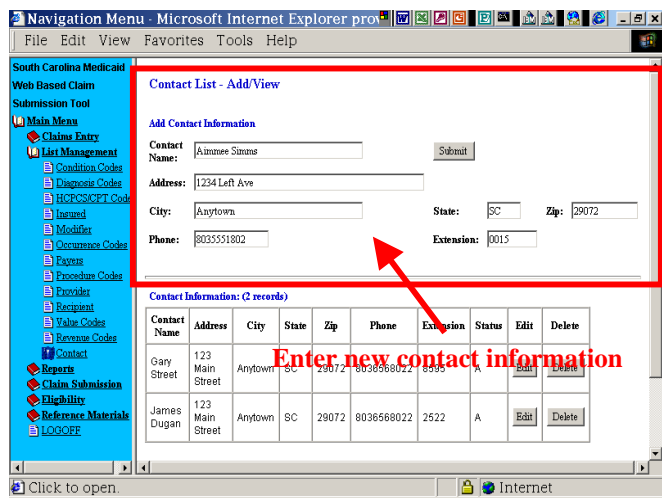
Continued on page 2.

Let's Talk About...

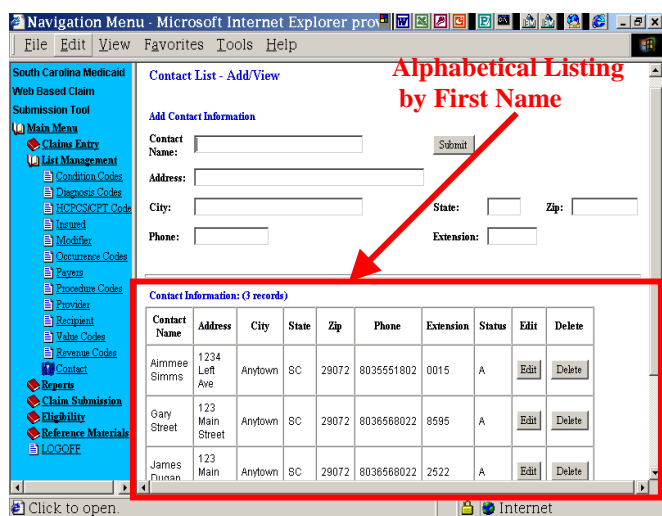
Contact List

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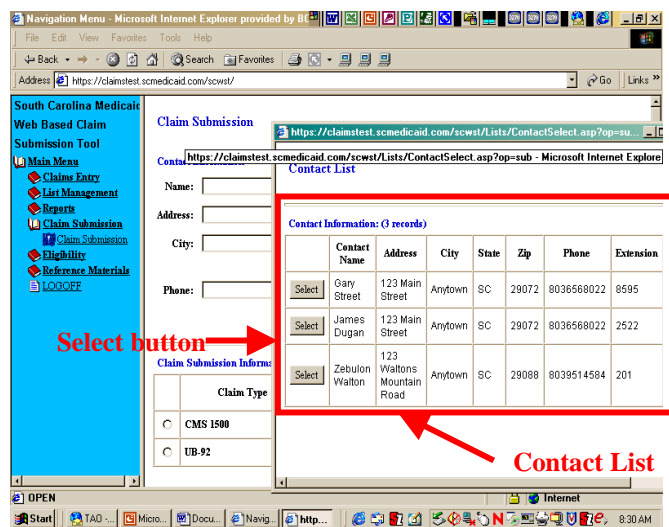
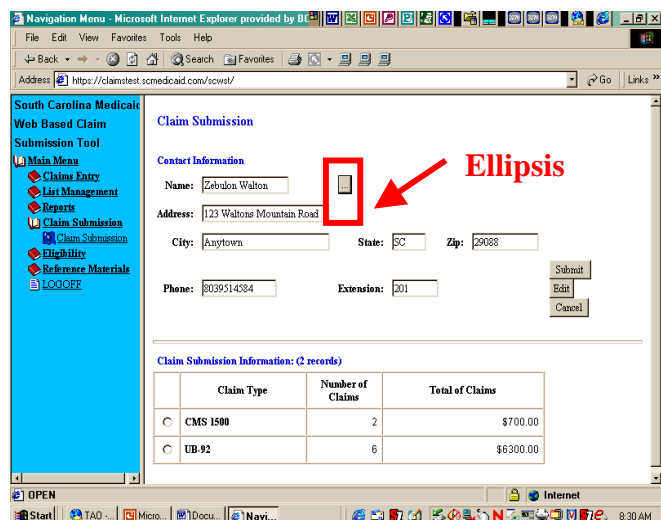
In order to build a contact list, first click **List Management**; then, click **Contact**. The Contact Screen will display.



After you enter the Contact Name, Address, City, State, Zip, Phone Number and Extension, click **Submit** to record the information to the database. Your entry will appear at the bottom of the screen in alphabetical order by Contact Name (first name).



When you are ready to submit claims, you may enter the Contact information by typing in the requested data; or, you may click on the ellipsis and select the appropriate name from your Contact List.



Remember: After you have completed your contact information, click on the radio button for the claim type you want to submit. Then, click **Submit** to send your selected claims to S.C. Medicaid.

Lets Talk About...

Data Purge

Beginning June 29, 2004, South Carolina Department of Health and Human Services will conduct a monthly Data Purge process for certain claims residing on the South Carolina Medicaid Web-based Claims Submission Tool.

The Data Purge process will delete all submitted claims, submitted batches, and un-submitted claims that are more than 3 months old. The first purge process will run the evening of June 29th and will purge submitted claims, submitted batches and un-submitted claims that have not been updated since March 30, 2004. After this initial purge, the purge process will occur on the last day of every month.

All claim types (CMS-1500, Dental, and UB-92) will be affected.

Submitted Claims and Submitted Batches – The process will purge submitted claims and batches that were submitted more than 3 months ago, as indicated in the **Date Submitted** field on the Claims Submitted screen. You may view your submitted claims and batches via the Reports option on the Main Menu, or via the History option on the Results screen.

Un-submitted Claims – Effective June 29th, a new field will appear on the Results screen of each claim type. This new **Date Last Updated** field has been added to indicate the date the claim was last updated.

South Carolina Medicaid Web Based Claim Submission Tool

Main Menu

- Claims Entry
 - Dental
 - CMS-1500
 - UB-92
- List Management
- Reports
- Claim Submission
- Eligibility
- Reference Material
- LOGOFF

CMS-1500 Results

Claim Type: CMS-1500 File: Current Add Edit Copy View History Delete View All

CMS-1500 Information: (4 records)

Recipient Last Name	Recipient First Name	Recipient Account Number	Recipient Medicaid ID	Total Claim Charge	Balance Due	Date Last Updated
moore	ellie		8945685237	\$150.00	\$150.00	19 Apr 2004
tyson	amy		7894568523	\$150.00	\$150.00	19 Apr 2004
rogers	samuels		8945685237	\$150.00	\$150.00	19 Apr 2004
moore	ellie		8945685237	\$150.00	\$150.00	20 Apr 2004

Note: The Purge function will not delete information from your Lists in List Management. However, we encourage you to routinely delete information that is no longer needed from your Lists. Extra information slows down the application, so remember to “clean house” to improve efficiency!

Outpatient Pricing

Effective July 1, 2004, South Carolina Department of Health and Human Services will implement changes to UB-92 outpatient claims submission to comply with HIPAA standards and the National UB-92 Committee directives. Please refer to the recent Medicaid Bulletin to learn more about UB-92 billing changes for claims with dates of service on or after July 1, 2004.

Three modifiers will impact payment for outpatient surgery claims: modifiers 50, 73 and 74. The SCMWBCST has been updated so that UB-92 claims will allow up to two modifiers. **Modifier1** and **Modifier2** appear on the UB-92 Add/Edit Details screen.

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UB-92 Add/Edit Details

Please complete the following form to create/edit UB-92 detail items. Click the "Save" button to save the records and to the main edit page. Click the "Cancel" button to abort the transaction.

Claim Type: UB-92 Claim ID: Save Cancel

Recipient Information

Last Name: Medicaid ID:

UB-92 Detail

#	Rev Code	HCPCS	Modifier1	Modifier2	Service
Add Clear	360	57288	50	73	08/25/20

More About Eligibility

Effective May 6, 2004, providers are able to check eligibility from the Recipient List.

First, select List Management from the Main Menu. Second, choose the submenu item, Recipient List. (You may also access the Recipient List by clicking on the ellipsis next to the **Recipient Last Name** field on any of the claims entry screens.) The Recipient Medicaid ID Number will display as a hyperlink. Next, click on the Recipient Medicaid ID Number. The Web Tool will automatically link you to the Eligibility Verification Inquiry Screen.

Recipient Information: (14 records)

Recipient Last Name	Recipient First Name	Recipient Medicaid ID Number	Recipient Account Number	Medical Record Number	Status	Edit	Delete
JACKS	MARRY	123456789			A	Edit	Delete
SYKES	BILLI	234567890			A	Edit	Delete
TURNER	DAVID	996951021			A	Edit	Delete



Have You Heard?

Button Locations

Last month's issue announced that the Save, Cancel, and Delete buttons in Claims Entry had been relocated to the bottom of the form. We would like to clarify that these buttons are actually located at both the bottom and top of the form.

Updated Viewlets

The SCMWBCST viewlets have been updated. Viewlets are self-paced online lessons about SCMWBCST basics: Using Lists, Claims, Claim Submission, and Eligibility. To access the viewlets, go to the Main Menu, click on Reference Materials, and then select Self-paced Training.

Co-payment Reminder

Effective for dates of service on and after March 31, 2004, South Carolina Medicaid requires providers to collect co-payments, when applicable, from beneficiaries for the cost of their care.

The **CoPay** field is located on the Eligibility screen in the *Eligibility or Benefit Information* section. If the field is blank, co-payments do apply for the beneficiary. If *Exempt* appears in the field, the beneficiary is not responsible for a co-payment.

Oral Surgeons – For Your Information....

When using the Web Tool, please keep this information in mind:

- When using the SCMWBCST to file electronic claims, oral surgeons must file using the CMS-1500. Electronic claims submitted via other means must follow 837P format requirements as mandated by HIPAA.
- When using the SCMWBCST to file claims for multiple extractions for the same date of service, oral surgeons must list each extraction on a separate detail line as 1 unit of service with the corresponding charge.

What's New...



CMS-1500, Dental, and UB-92 Tab Order

One of the new enhancements to the SCMWBCST is the **tab order**. The tab order on all the screens has been set from left to right and from top to bottom to allow for easier and faster maneuvering.

CMS-1500, Dental, and UB-92 Hover Help Explanatory Pop-Ups

Hover Help Explanatory Pop-ups provide descriptive information about specific fields. To use this feature, steadily hold, or “hover,” the mouse for a few seconds over the specific field in question. A window will appear displaying an explanation or definition. Hover Helps are now available for the **Original CCN** field and the **Prior Authorization** field on the claim form screens. Other fields that offer Hover Helps are:

1. **CLIA Number – Clinical Laboratory Improvement Act**
2. **E/F**
3. **Admission Hour**
4. **Discharge Hour**
5. **Covered Days**
6. **Non-covered days**
7. **Accom Rate**
8. **Accom Days**
9. **Emergency Indicator**
10. **Oral Cavity**

Web Tool Workshops

South Carolina Medicaid is offering Web Tool workshops in Columbia, South Carolina for providers who have not yet had the chance to attend or who would like a refresher course.

Please register online at www.scdhhshipaa.org, or call the toll-free number for South Carolina Medicaid HIPAA Provider Outreach at 1-888-289-0709.

July 9, 2004

9:00am – 12:00pm Dental

1:00pm – 4:30pm CMS-1500/UB-92

These workshops will include information about SCMWBCST changes and enhancements. Enroll today to attend a workshop!

UPDATED USER INFORMATION !

The SCMWBCST User Guide and UB-92 Claim Addendum include information on the new enhancements. View them on our Web site!

WANTED:

Past Web Tool Times Issues!

Want to look at a past issue of the Web Tool Times? All issues of the Web Tool Times may be found on-line at www.scdhhshipaa.org. Also, remember that you are always welcome to call S.C. Medicaid HIPAA Provider Outreach with your questions or concerns: 1-888-289-0709.

Contact Us -

Please notify us if there are any changes in your address, telephone number or email address. Be sure to include your SC Medicaid Provider ID number.

South Carolina Medicaid HIPAA Provider Outreach
P.O. Box 17
Columbia, SC 29202
Phone Number: 1-888-289-0709
Fax Number: 803-264-9630

Frequently Asked Questions

How do I copy a claim?

Follow these four easy steps to copy a claim:

- 1) From the main menu, select Claim Entry.
- 2) Next, select the claim type.
- 3) To copy a current claim, click on the radio button located to the left of the recipient last name in claim information.
- 4) Click the Copy button, located above the page divider.

	Recipient Last Name	Recipient First Name	Recipient Account Number	Recipient Medicaid ID	Total Claim Change	Balance Due	Date Last Updated
<input type="radio"/>	moore	ellie		8945685237	\$150.00	\$150.00	19 Apr 2004
<input type="radio"/>	lys	amy		7894568523	\$150.00	\$150.00	19 Apr 2004
<input type="radio"/>	roggs	samuels		8945685237	\$150.00	\$150.00	19 Apr 2004
<input type="radio"/>	moore	ellie		8945685237	\$150.00	\$150.00	20 Apr 2004

Where do I get the Claim Control Number for void and replacement claims?

The original Claim Control Number (CCN) is located in the upper right-hand corner of the remittance advice.

For additional information regarding void and replacement claims, please refer to Volume 1 of the Web Tool Times (December 2, 2003).

SCMWBCST is a free online web-based application offered by South Carolina Medicaid for claims submission and eligibility requests. For help with web claims, please call 1-888-289-0709, or email us at Info@scdhhshipaa.org.