



List Management

The South Carolina Medicaid Web-based Claims Submission Tool has seven main functions that make electronic billing beneficial. You can use all of the functions or just one or two of the functions. As a Web Tool biller, when filling out your claim, one of the most useful functions is List Management.

List Management allows you to build lists of recipients you see often in your office or lists of frequently used procedure codes. After building your lists, you can auto-populate fields within the claim to make claims entry a quicker, smoother process.

Each claim type has different lists that you can use while entering a claim.

CMS-1500 LISTS -

Recipient, Provider, Insured, Contact, Diagnosis Codes, HCPCS/CPT-4 Codes, Modifier

UB-04 LISTS -

Recipient, Provider, Insured, Contact, Diagnosis Codes, HCPCS/CPT-4 Codes, Modifier, Procedure Codes, Condition Codes, Occurrence Codes, Payers, Value Codes, Revenue Codes

DENTAL LISTS -

Recipient, Provider, Insured, Contact, Procedure Codes

Continued in column 2.

Building a List

Building a list in List Management is optional; you can submit claims without ever building a list. You will find, however, that after your lists are built, you can auto-populate many required fields on the claim.

To build a list, follow these steps:

- ✓ From the Main Menu, select List Management.
- ✓ From the options, click on the list you want to build.
- ✓ Fill in the required fields.
- ✓ Click ADD to add the information to your list.

Note: You can Edit and Delete entries from your lists any time.

Using a List

Using a list is just as easy as building a list! When in Claims Entry, beside some fields, you will notice an ellipses button. To activate the list to auto-populate the field(s), simply click the ellipses button.

A window will appear with the list of information that you have built. Scroll up/down the list to find your choice. Click **Select** and the information will automatically populate into the field(s). You do not have to key the information each time you enter a claim.

Screen shots on the following pages illustrate List Management.

Continued on page 2.

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List Management

Building a List

Main Menu>List Management

Main Menu

- Claims Entry
- List Management**
 - Condition Codes
 - Diagnosis Codes
 - HCPCS/CPT Codes
 - Insured
 - Modifier
 - Occurrence Codes
 - Payers
 - Procedure Codes
 - Provider
 - Recipient
 - Value Codes
 - Revenue Codes
 - Contact
- Reports
 - Claim Submission
 - Claims Status
 - Web Submitted Claims
 - Eligibility
 - Reference Materials
 - LOGOFF
 - Contact Us

We are happy to announce the availability of the South Carolina Medicaid Web-based Claims Submission Tool. After you login, click **List Management**. The book will open to show you all of the lists that are available for you to build. Click the name of the list you want to build.

submit claims from a browser window. Claims Submission Tool are now available! For a copy of the newsletter, click here [Web Tool Times](#)

Important Please note - Important Claim **PURGE** Information: All claims and batches that were submitted prior to July 1, 2008 will be deleted from the Web Tool on October 1, 2008. Claims that were entered prior to July 1, 2008 that have not yet been submitted will also be deleted. For more information, please refer to the Alert that was emailed to you on September 24, 2008.

Building a List

Main Menu>List management>Recipient>Recipient List - Add/View

Recipient List - Add/View

Add Recipient Information

Recipient Last Name: Recipient First Name:

Recipient Medicaid ID Number:

Recipient Account Number: Medical Record Number:

View Recipient Information

Recipient Last Name	First Name	Medicaid ID	Account Number	Medical Record Number	Status	Edit	Delete
Dayton	M					<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
DWYER	MICHELLE	0102509601			A	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
HOFFMAN	KEVIN	0100036102			A	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
HUTTO	DANIEL	0062681701			A	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
JONES	UNBORN	0103814101			A	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
MCGUFFIN	ROBERT	0020782101			A	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

Recipient List allows you to build a list of frequently seen SC Medicaid recipients. Fill in the information specific to the patient. Click **Add** to add the person to the Recipient List.

List Management (continued...)

Using a List

Claims Entry>CMS-1500>Add

If you have built a Recipient List, in Claims Entry click the ellipses button.

A window will appear. Find your patient and click **Select**. The recipient information will auto-populate.

Recipient Information

Recipient Last Name: Recipient First Name: Medicaid ID:

Medical Record Number: Recipient Account Number:

Prior Authorization Number: Prior Authorization Qualifier: Authorization Referral None

Provider Information

Provider Last Name or Organization Name:

Medicaid Provider ID:

Medicaid Provider NPI:

Medicaid Provider: EIN SSN

Recipient List

View Recipient Information: (18 records)

	Recipient Last Name	Recipient First Name	Recipient Medicaid ID Number	Recipient Account Number	Medical Record Number
Select	Dayton	Marcus	4564654654	1471174722582822246	1237788

Using a List

Claims Entry>CMS-1500>Add

Recipient Information

Recipient Last Name: Recipient First Name: Medicaid ID:

Medical Record Number: Recipient Account Number:

Prior Authorization Number: Prior Authorization Qualifier: Authorization Referral None

Provider Information

Provider Last Name or Organization Name:

Medicaid Provider ID:

Medicaid Provider NPI:

Medicaid Provider: EIN SSN

Billing Provider Zip Code: -

Recipient List

View Recipient Information: (18 records)

	Recipient Last Name	Recipient First Name	Recipient Medicaid ID Number	Recipient Account Number	Medical Record Number
Select	Dayton	Marcus	4564654654	1471174722582822246	1237788

After using the ellipses, the Recipient Information [Last name, first name, Medicaid ID, Medical Record Number (optional), and Recipient Account Number (optional)] will automatically populate into the Recipient Information fields.



Moving Slowly?

The Electronic Data Interchange Support Center has received calls regarding the speed of Web Tool transmissions. While most of the time, the Web Tool moves quickly, there are some times you may find that the Tool runs a little slower than usual. Here are three tips to possibly minimize your lag time on the Web tool and maximize your productivity.

1 – Avoid “peak” times

- Monday mornings
- Wednesday mornings
- Friday afternoons

2 – Only use one Web Tool session at a time

3 – Submit smaller batches

Electronic Medicaid Bulletins

South Carolina Department of Health and Human Services (SCDHHS) released a bulletin on August 26, 2008, alerting providers that effective November 1, 2008 SCDHHS Medicaid Bulletins will only be distributed electronically through e-mail. All bulletins will still be available online at www.scdhhs.gov; however, the agency will no longer mail hard copy bulletins.

To ensure that you receive future bulletins via e-mail, go to bulletin.scdhhs.gov to subscribe. If you are currently receiving bulletins from the "Medicaid Bulletins" email address, you must re-subscribe at bulletin.scdhhs.gov.

Electronic Funds Transfer

In the same August 26, 2008, bulletin, SCDHHS announced that they will no longer issue paper checks for Medicaid payments. Providers will be required to register for Electronic Funds Transfer (EFT) in order to receive reimbursement from South Carolina Medicaid.

The bulletin states that EFT is a more cost-effective and secure manner for providers to receive payments. With EFT, there is no risk of the paper check being lost in the mail, stolen from your mailbox, or fraudulently cashed by an unauthorized individual. Providers receive EFT payments more quickly than with paper checks. In most cases, EFT payments are available in your bank account the Friday morning of the payment date. Paper checks are mailed on Friday, which means your funds are not available until you receive and deposit the check days later.

To register for Electronic Funds Transfer of your Medicaid payment, please go to www.dhhs.state.sc.us/dhhsnew/hipaa/index.asp and select “Electronic Funds Transfer (EFT) Agreement” for instructions. You may also contact SC Medicaid Provider Enrollment at 803-264-1650.

Web Tool Word Search
 Word Search Answers
 Work puzzle on p.5 first!



Web Tool WORKSHOPS

Workshops Scheduled through January 2009!

South Carolina Medicaid continues to offer free Web Tool workshops in Columbia, South Carolina, for all providers.

Please register by calling the toll-free number for South Carolina Medicaid Provider Outreach, 1-888-289-0709, or register online at www.scm Medicaidprovider.org.

November 12, 2008

Wednesday

10:00am – 4:00pm (Lunch on your own)

Location: BlueCross BlueShield
17 Technology Circle (Farrow Rd.)
Columbia, SC 29203

December 4, 2008

Thursday

10:00am – 4:00pm (Lunch on your own)

Location: BlueCross BlueShield
17 Technology Circle (Farrow Rd.)
Columbia, SC 29203

January 15, 2009

Thursday

10:00am – 4:00pm (Lunch on your own)

Location: BlueCross BlueShield
17 Technology Circle (Farrow Rd.)
Columbia, SC 29203

Web Tool Word Search List Management

H T C H V U H B N T J F E S Q
K G W N H K K E R K D A E K O
T S R F C Y O B V Y Z D R L A
G C R E V E N U E C O D E S M
U S A S C F A W Y C S E P M O
A V C T S I K L S F U G G G D
Q C U R N R P I G M E O S L I
O D D R H O S I P A S O R C F
I P S O Q O C R E X K Z E Y I
L R U F N D O I R N F M Y O E
L P G G P V V I N O T Q A B R
C V A D I D E R U S N I P C V
J I P D M L N L H O Y B D B R
D M E D K V W X N B J Y X R L
D R Q W Z P E X G U W E N W E

List Management Clues

CONTACT	PAYERS
INSURED	MODIFIER
PROVIDER	RECIPIENT
DIAGNOSIS CODES	
REVENUE CODES	

Contact Us

South Carolina Medicaid Provider Outreach
P.O. Box 17
Columbia, SC 29202

Visit our Web site at: www.scm Medicaidprovider.org

Please send address or telephone number changes in writing to Provider Enrollment, PO Box 8809, Columbia, SC 29202-8809.

Contact our EDI Support Center with email changes at 1-888-289-0709, fax to 1-803-870-9021, or via email at edig.ops-mcaid@palmettogba.com.

The Web Tool 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 e-mail us at edig.ops-mcaid@palmettogba.com.