



Submit nursing home institutional claims using templates

2022

At the bottom of the slide, there are decorative wavy lines in blue and green, mirroring the design at the top.

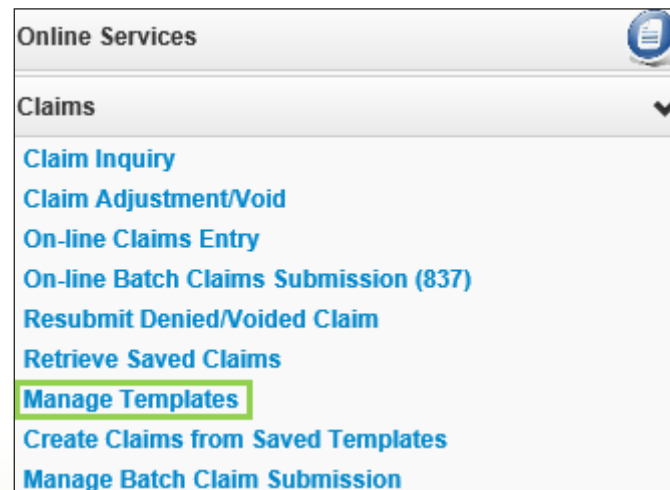
Topics

- Create institutional claim templates
- Build a batch of claims from templates
- Submit a batch of template claims
- Submit individual claims from templates

Note: As of March 1, 2019, NH providers are required to submit primary health insurance payment and denial information on NH claims using the Other Payer fields on the institutional direct data entry claim screen. Please refer to the [Direct Data Entry of an Institutional claim](#) webinar, starting on slide 36, for instructions on completing these fields.

Creating a claim template

- Log into the ProviderOne Portal
 - www.waproviderone.org
 - Use EXT Provider Claims Submitter, EXT Provider Super User, or EXT Eligibility Checker/Claims Submitter
- Select **Manage Templates**



Creating a claim template

- On the Create a Claim Template screen, choose **Institutional** from the **Type of Claim** dropdown and click the **Add** button.

Close Add

Create a Claim Template

Type Of Claim: Institutional

Edit View Delete SaveAs/Copy Create Batch Create Batch All Auto Batch

Claims Template List

Filter By : [] And [] [] Go Save Filter My Filters

	Template Name	Type	Last Updated By	Last Updated Date
No Records Found !				

Creating a claim template

- Complete the minimum required information and questions:

* Template Name:

? * Is this a Medicare Crossover Claim? Yes No

Note: To save the template only the minimum required information needs to be filled out. This presentation will show many of the fields that should be completed.

Creating a claim template

- Enter a **Template Name**:



* Template Name:

- Enter the billing **Provider NPI** and **Taxonomy Code**:

PROVIDER INFORMATION	
Go to Other Claim Info to enter information for providers other than the Billing Providers.	
BILLING PROVIDER	
* Provider NPI: <input type="text"/>	* Taxonomy Code: <input type="text"/>

Creating a claim template

- Enter the **Client ID** including the WA:

	SUBSCRIBER/CLIENT INFORMATION
SUBSCRIBER/CLIENT	
* Client ID:	<input type="text"/>
	Additional Subscriber/Client Information

- Click on the red (+) expander to open up the **Additional Subscriber/Client information** section.

Creating a claim template

- Click on the red (+) expander to open up the **Additional Subscriber/Client Information** section:

The screenshot shows a web form titled "SUBSCRIBER/CLIENT INFORMATION". The form is organized into a tabbed interface with the "SUBSCRIBER/CLIENT" tab selected. Below the tab, there is a section for "Client ID" with a text input field. Below that is an expandable section titled "Additional Subscriber/Client Information" with a red minus sign icon. This section contains several input fields: "Org/Last Name" (text input), "First Name" (text input), "Date of Birth" (three separate text inputs labeled "mm", "dd", and "ccyy"), and "Gender" (a dropdown menu).

- Enter at a minimum the **Org/Last Name**, **Date of Birth**, and **Gender**.

Creating a claim template

- Enter basic **Claim Data**. The next slides will go over each area separately:

☰ **CLAIM INFORMATION**

Go to [Other Claim Info](#) to enter additional claim information not displayed on this page.

CLAIM DATA

Patient Account No.:

Medical Record Number:

* Type Of Facility: ▼

* Bill Classification: ▼

* Statement Dates: From: mm dd ccyy To: mm dd ccyy

Admission Date/Hour: mm dd ccyy - hh : mm

Priority(Type) Admission/Visit: ▼

Point Of Origin Admission/Visit: ▼

Discharge Hour: hh : mm

* Discharge Status: ▼

* Total Claim Charge: \$

Patient Est. Amount Due: \$

DRG Code:

Creating a claim template

- If your facility uses either **Patient Account Numbers** or **Medical Record Numbers**, enter them in the appropriate boxes:

CLAIM DATA	
Patient Account No.:	<input type="text"/>
Medical Record Number:	<input type="text"/>

Creating a claim template

- Choose the **Type of Facility** from the dropdown menu. Nursing homes should choose **2-Skilled Nursing**:
Nursing:

* Type Of Facility: ▼

* Type Of Facility:

- 1-Hospital
- 2-Skilled Nursing ←
- 3-Home Health +
- 4-Religious Non-Medical Health Care Institutions - Hospital Inpatient (formerly referred to as Christi
- 5-Religious Non-Medical Health Care Institutions - Post-Hospital Extended Care Services (formerly refe
- 6-Intermediate Care
- 7-Clinic
- 8-Special Facility

Creating a claim template

- Choose the **Bill Classification** from the dropdown menu
 - Nursing homes using the DDE feature will choose 1E from the list. This type of bill will be converted in ProviderOne to a 211.

* Bill Classification: ▼

* Bill Classification:

- 1C-Rural Health
- 1E-Inpatient (Including Medicare Part A)
- 1S-Hospice (non-hospital based)
- 2C-Hospital Based or Independent Renal Dialysis Center
- 2E-Inpatient (Medicare Part B only)
- 2S-Hospice (hospital-based)
- 3C-Free Standing
- 3E-Outpatient
- 3S-Ambulatory Surgery Center
- 4C-Outpatient Rehabilitation Facility (ORF)
- 4E-Laboratory Services Provided to Non-patients
- 4S-Free Standing Birthing Center
- 5C-Comprehensive Outpatient Rehabilitation Facilities (CORFs)
- 5E-Intermediate Care - Level I
- 5S-Critical Access Hospital
- 6C-Community Mental Health Center
- 6E-Intermediate Care - Level II
- 6S-Residential Facility
- 7C-Federally qualified health center
- 7E-Subacute Inpatient (Revenue Code 19X required when this bill type is used, however 19X may be used w
- 8E-Swing Beds
- 9C-Other
- 9S-Other

Creating a claim template

- Do not include the **Statement Dates** (dates of service) on the template as these will be entered when the claim is submitted.
- Add in the **Admission Date/Hour**:

	mm	dd	ccyy		mm	dd	ccyy
* Statement Dates: From:	<input type="text"/>	<input type="text"/>	<input type="text"/>	To:	<input type="text"/>	<input type="text"/>	<input type="text"/>

	mm	dd	ccyy	hh	mm		
Admission Date/Hour:	<input type="text"/>	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	:	<input type="text"/>

Creating a claim template

- Select the appropriate **Priority (Type) Admission/Visit** from the dropdown option:

Priority(Type) Admission/Visit: ▼

Priority(Type) Admission/Visit:

- 1-Emergency
- 2-Urgent
- 3-Elective
- 4-Newborn
- 5-Trauma Center
- 9-Information Not Available

Note: Do not select option **9-Information Not Available**.

Creating a claim template

- Select the appropriate **Point of Origin Admission/Visit** from the dropdown option:

Point Of Origin Admission/Visit: ▼

Point Of Origin Admission/Visit:	<ul style="list-style-type: none">1-Non-Health Care Facility Point2-Clinic or Physician's Office3-HMO Referral4-Transfer from a Hospital (Diff5-Transfer from a Skilled Nursin6-Transfer from Another Health C7-Emergency Room8-Court/Law Enforcement9-Information Not AvailableA-Transfer From a Critical AccesB-Transfer From Another Home HeaC-Readmission to Same Home HealtD-Transfer from One Distinct UniE-Transfer from Ambulatory SurgeF-Transfer from Hospice Facility
----------------------------------	--

Creating a claim template

- If you are going to enter a discharge status other than **30-Still Patient** (next slide), a discharge hour is required.

	hh		mm
Discharge Hour:	<input type="text"/>	:	<input type="text"/>

Creating a claim template

- Select the appropriate **Discharge Status** from the dropdown option:

* Discharge Status: ▼

* Discharge Status:	#-Invalid Value	27-Reserved	54-Reserved	80-Reserved
	01-Discharged to home or self car	28-Reserved	55-Reserved	81-Discharged to Home or Self Care with a Planned Acu
	02-Discharged/transferred to a sh	29-Reserved	56-Reserved	82-Discharged/transferred to a Short Term General Hos
	03-Discharged/transferred to Skil	3-Discharged/transferred to Skil	57-Reserved	83-Discharged/transferred to a Skilled Nursing Facili
	04-Discharged/transferred to an i	30-Still Patient	58-Reserved	84-Discharged/transferred to a Facility that provides
	05-Discharged/transferred to a De	31-Reserved	59-Reserved	85-Discharged/transferred to a Designated Cancer Cent
	06-Discharged/transferred to home	32-Reserved	6-Discharged/transferred to home	86-Discharged/transferred to Home Under Care of Organ
	07-Left against medical advice or	33-Reserved	60-Reserved	87-Discharged/transferred to Court/Law Enforcement wi
	08-Discharged/transferred to home	34-Reserved	61-Discharged/transferred to hosp	88-Discharged/transferred to a Federal Health Care Fa
	09-Admitted as an inpatient to th	35-Reserved	62-Discharged/transferred to an i	89-Discharged/transferred to a Hospital-based Medicar
	0R-LEGACY	36-Reserved	63-Discharged/transferred to a Me	9-Admitted as an inpatient to th
	1-Discharged to home or self car	37-Reserved	64-Discharged/transferred to a nu	90-Discharged/transferred to an Inpatient Rehabilitat
	10-Reserved	38-Reserved	65-Discharged/transferred to a ps	91-Discharged/transferred to a Medicare Certified Lon
	11-Reserved	39-Reserved	66-Discharged/transferred to a Cr	92-Discharged/transferred to a Nursing Facility Certi
	12-Reserved	4-Discharged/transferred to an i	67-Reserved	93-Discharged/transferred to a Psychiatric Hospital o
	13-Reserved	40-Expired at home	68-Reserved	94-Discharged/transferred to a Critical Access Hospit
	14-Reserved	41-Expired in a medical facility	69-Reserved	95-Discharged/transferred to Another Type of Health C
	15-Reserved	42-Expired - place unknown	7-Left against medical advice or	96-Reserved
	16-Reserved	43-Discharged/transferred to a fe	70-Discharged/transferred to anot	97-Reserved
	17-Reserved	44-Reserved	71-Discharged/transferred/referre	98-Reserved
	18-Reserved	45-Reserved	72-Discharged/transferred/referre	99-Reserved
	19-Reserved	46-Reserved	73-Reserved	DA-discharged/ transferred self c
	2-Discharged/transferred to a sh	47-Reserved	74-Reserved	DB-discharged/ transferred to sho
	20-Expired	48-Reserved	75-Reserved	DC-discharged/ transferred to ski
	21-Discharged/transferred to Cour	49-Reserved	76-Reserved	DD-Discharged/ transferred to int
	22-Reserved	5-Discharged/transferred to a De	77-Reserved	DE-Discharged/ transferred to ano
	23-Reserved	50-Hospice - home	78-Reserved	DF-Home of Another
	24-Reserved	51-Hospice - medical facility	79-Reserved	DH-discharged/ transferred to boa
	25-Reserved	52-Reserved	8-Discharged/transferred to home	EX-expired
	26-Reserved	53-Reserved	80-Reserved	LA-left against medical advice
				SP-still a patient
				SR-Still Resident

Creating a claim template

- Enter the appropriate **Total Claim Charge**:

* Total Claim Charge: \$

- Answer the question **Is this a Medicare Crossover Claim?**

 * Is this a Medicare Crossover Claim? Yes No

Creating a claim template

- Click on the red (+) expander to open the **Value Information** section.


A screenshot of the expanded "VALUE INFORMATION" section. It features a header with a red minus sign icon and the text "VALUE INFORMATION". Below the header, there are two input fields: the first is labeled "1 * Value Code:" and the second is labeled "* Value Amount: \$". To the right of the second input field is a blue link labeled "Add Another".

- Enter **Value Code 24** and enter the appropriate class code in the **Value Amount** field.

Creating a claim template

- Click on the **Add Another** blue link to add another **Value Code** and **Value Amount**:

VALUE INFORMATION		
1 *	Value Code: <input type="text" value="24"/>	* Value Amount: \$ <input type="text" value="20"/> Add Another



- Enter **Value Code 31** and enter the **patient participation** in the **Value Amount** field (even if it is \$0.00):

VALUE INFORMATION		
1 *	Value Code: <input type="text" value="24"/>	* Value Amount: \$ <input type="text" value="20"/> Add Another
2	Value Code: <input type="text" value="31"/>	Value Amount: \$ <input type="text" value="250.50"/> DeleteRow2

Creating a claim template

- Click on the red (+) expander to open up the **Diagnosis Information** section:

The screenshot shows a form titled "DIAGNOSIS INFORMATION" with a red plus sign expander icon. The form contains the following fields and controls:

- Principal Diagnosis Code:** A text input field with an asterisk (*) next to it.
- Present On Admission:** A dropdown menu with a downward arrow.
- Admitting Diagnosis Code:** A text input field.
- E-Code:** A text input field with a "1" and an asterisk (*) next to it.
- Present On Admission:** A dropdown menu with a downward arrow.
- Add Another:** A blue text link.
- Reason For Visit:** Three text input fields labeled "1:", "2:", and "3:".
- Other Diagnosis Information:** A section header with a red plus sign expander icon.

- Enter the **Principal Diagnosis Code** and **Admitting Diagnosis Code**.

Creating a claim template

- Click on the red (+) expander to open up the **Other Diagnosis Information** section.


DIAGNOSIS INFORMATION

* Principal Diagnosis Code: Present On Admission:

Admitting Diagnosis Code:

1 * E-Code: Present On Admission: [Add Another](#)

Reason For Visit: 1: 2: 3:

 **+ Other Diagnosis Information**

Other Diagnosis Information

1 * Other Diagnosis Code: Present On Admission: [Add Another](#)

- Enter the **Other Diagnosis** as necessary.

Creating a claim template

- Next, expand the **Attending Physician Information** section.



A screenshot of a claim template menu. The menu is a vertical list of seven items, each with a red plus sign icon to its left. The items are: VALUE INFORMATION, OTHER INSURANCE INFORMATION, PRIOR AUTHORIZATION, DIAGNOSIS INFORMATION, PROCEDURE INFORMATION, ATTENDING PHYSICIAN INFORMATION, and BILLING NOTE. A green arrow points from the left towards the 'ATTENDING PHYSICIAN INFORMATION' item.

- Enter the NPI for the attending physician – the taxonomy code is not required.



A screenshot of the 'ATTENDING PHYSICIAN INFORMATION' section. The section title is 'ATTENDING PHYSICIAN INFORMATION' with a red minus sign icon to its left. Below the title, there are two input fields: '* Provider NPI:' followed by an empty text box, and 'Taxonomy Code:' followed by an empty text box.

Creating a claim template

- Enter the **Service Line Item Information**. The next slides will go over each area separately.

☰ **SERVICE LINE ITEM INFORMATION**

Click on the Other Svc Info link associated with each added Service Line Item to enter line item information other than that displayed on this page.

Service Line Items

* Revenue Code:

Procedure Code: Modifiers: 1: 2: 3: 4:

Service Date/First Date of Service:
mm dd cyy

Last Date of Service:
mm dd cyy

* Service Units:

* Total Line Charges: \$ Non-covered Line Charges: \$

Line Item Control Number:

+ **Medicare Crossover Items**

National Drug Code:

+ **Drug Identification**

+ **Additional Service Line Information**

Creating a claim template

- Enter the **Revenue Code** of 0190:

* Revenue Code:

- Enter the **Service Units**:


* Service Units:

- Enter the **Total Line Charges**:

* Total Line Charges: \$

Creating a claim template

- After entering the service line data, click on the **Add Service Line Item** button to add the data to the template:


+ Add Service Line Item
✎ Update Service Line Item

Previously Entered Line Item Information

Click a Line No. below to view/update that Line Item Information.

Line No	Rev. Code	Proc. Code	Modifiers				Service Dates		Units	Charges	Non-covered Charges	
			1	2	3	4	From	To				
1	0190								30	5784.00		Delete or Other Service Info

Creating a claim template

- The template is complete and ready to save - click on the **Save Template** button.

Close Save Template Reset

Institutional Claim

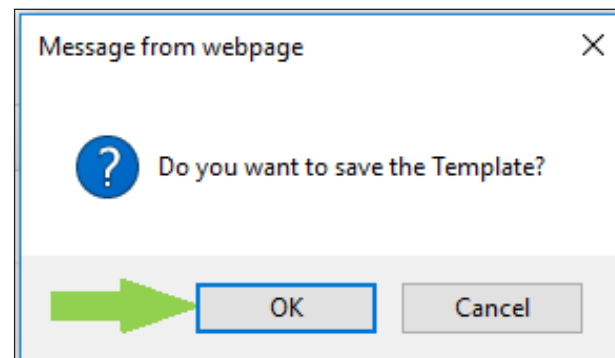
Note: asterisks (*) denote required fields.

Basic Claim Info Other Claim Info

Billing Provider | Subscriber | Claim | Service

Creating a claim template

- ProviderOne will display the following dialogue box asking if the template should be saved. Click the **OK** button.



Creating a claim template

- The first created template is now listed:

Close
Add

☰ Create a Claim Template
▲

Type Of Claim: Institutional ▼ *

Edit
View
Delete
SaveAs/Copy
+ Create Batch
+ Create Batch All
B Auto Batch

☰ Claims Template List
▲

Filter By : ▼ And ▼ Go

Save Filter
My Filters ▼

	Template Name ▲▼	Type ▲▼	Last Updated By ▲▼	Last Updated Date ▲▼
<input type="checkbox"/>	NURSING HOME 1	Institutional	PRU	05/29/2018

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Viewing Page: 1

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« Prev
Next »
Last »

Creating a claim template

- Add as many templates as you need by using the previous instructions or select a saved template to copy and edit.

The screenshot shows a web application interface for creating and managing claim templates. At the top, there are 'Close' and 'Add' buttons. Below is a section titled 'Create a Claim Template' with a dropdown menu for 'Type Of Claim' set to 'Institutional'. A row of action buttons includes 'Edit', 'View', 'Delete', 'SaveAs/Copy' (highlighted with a green box), '+ Create Batch', '+ Create Batch All', and 'Auto Batch'. Below this is the 'Claims Template List' section, which includes a filter area and a table. The table has columns for 'Template Name', 'Type', 'Last Updated By', and 'Last Updated Date'. The first row, 'NURSING HOME 1', is selected, indicated by a green arrow pointing to its checkbox. The table also shows 'Institutional' as the type, 'PRU' as the last updated by, and '05/29/2018' as the last updated date. At the bottom, there are navigation controls for 'View Page: 1', 'Go', 'Page Count', 'SaveToXLS', 'Viewing Page: 1', and 'First', 'Prev', 'Next', 'Last' buttons.

- To copy a template select the template and click on the **Save As/Copy** button.

Creating a claim template

- ProviderOne will display the new template form and clears the template name. All other template data is retained.
- Enter the new **Template Name**:

Close Save Template Reset

☰ **Institutional Claim** ^

Note: asterisks (*) denote required fields. [Billing Instructions](#)

Basic Claim Info
Other Claim Info

Billing Provider | Subscriber | Claim | Service

Submitter ID:

* Template Name:

☰ **PROVIDER INFORMATION** ^

Go to [Other Claim Info](#) to enter information for providers other than the Billing Providers.

BILLING PROVIDER

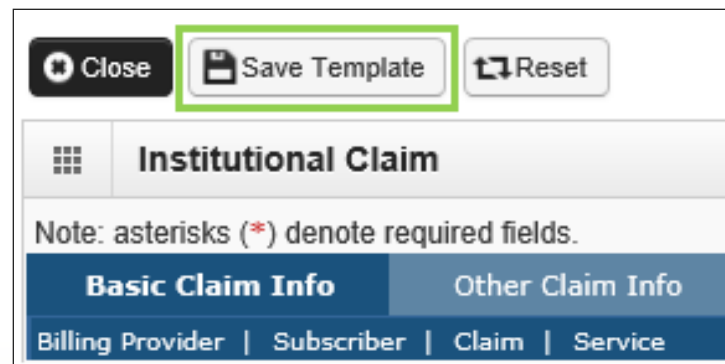
* Provider NPI:

* Taxonomy Code:

[Top](#)

Creating a claim template

- Update template to reflect any changes such as:
 - Client ID, name, date of birth, gender
 - Admit date and other admission data
 - Patient responsibility amount
 - Diagnosis code
- Click on the **Save Template** button.



Close Save Template Reset

Institutional Claim

Note: asterisks (*) denote required fields.

Basic Claim Info Other Claim Info

Billing Provider | Subscriber | Claim | Service

Creating a claim template

➤ Additional templates are now listed:

Close Add

Create a Claim Template

Type Of Claim: Institutional

Edit View Delete SaveAs/Copy Create Batch Create Batch All Auto Batch

Claims Template List

Filter By : [] [] [] And [] [] [] Go Save Filter My Filters

	Template Name	Type	Last Updated By	Last Updated Date
<input type="checkbox"/>	NURSING HOME 1	Institutional	PRU	05/29/2018
<input type="checkbox"/>	NURSING HOME 3	Institutional	PRU	05/29/2018
<input type="checkbox"/>	NURSING HOME 2	Institutional	PRU	05/29/2018

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Creating a claim template

- Other functions of the claim template option include:
 - **Edit**
 - **View**
 - **Delete**
 - **Create Batch**
 - **Create Batch All**
 - **Auto Batch**

Edit a claim template

- Select a template off the list to edit.
- Click on the **Edit** button to bring up the template.
- Edit as needed and save the template.

Close
Add

☰ Create a Claim Template
▲

Type Of Claim: Institutional *

✎ Edit
👁 View
🗑 Delete
💾 SaveAs/Copy
+ Create Batch
+ Create Batch All
B Auto Batch

☰ Claims Template List
▲

Filter By : And Go

📄 Save Filter
▼ My Filters

	Template Name ▲▼	Type ▲▼	Last Updated By ▲▼	Last Updated Date ▲▼
<input checked="" type="checkbox"/>	NURSING HOME 1	Institutional	PRU	05/29/2018
<input type="checkbox"/>	NURSING HOME 3	Institutional	PRU	05/29/2018
<input type="checkbox"/>	NURSING HOME 2	Institutional	PRU	05/29/2018

View Page: 1
Go
+ Page Count
SaveToXLS

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⏪ Prev
Next ⏩
Last ⏩

View a claim template

- Select a template off the list to view.
- Click on the **View** button to bring the template up.
- The view option only allows you to see template data. You are unable to update or correct using this

Close
Add

☰ Create a Claim Template
▲

Type Of Claim: Institutional ▼ *

✎ Edit
👁 View
🗑 Delete
📄 SaveAs/Copy
+ Create Batch
+ Create Batch All
B Auto Batch

☰ Claims Template List
▲

Filter By : ▼ And ▼ Go

📄 Save Filter
▼ My Filters

<input type="checkbox"/>	Template Name ▲ ▼	Type ▲ ▼	Last Updated By ▲ ▼	Last Updated Date ▲ ▼
<input checked="" type="checkbox"/>	NURSING HOME 1	Institutional	PRU	05/29/2018
<input type="checkbox"/>	NURSING HOME 3	Institutional	PRU	05/29/2018
<input type="checkbox"/>	NURSING HOME 2	Institutional	PRU	05/29/2018

View Page: 1
Go
+ Page Count
📄 SaveToXLS

Viewing Page: 1

⏪ First
⏪ Prev
Next ⏩
⏩ Last

Delete a claim template

- Select a template off the list to view.
- Click on the **Delete** button.
- Clicking the **OK** button will remove the template from ProviderOne.

The screenshot shows the 'Create a Claim Template' interface. At the top, there are 'Close' and 'Add' buttons. Below that is the 'Create a Claim Template' header with a dropdown menu set to 'Institutional'. A toolbar contains buttons for 'Edit', 'View', 'Delete' (highlighted with a green box), 'SaveAs/Copy', '+ Create Batch', '+ Create Batch All', and 'B Auto Batch'. Below the toolbar is the 'Claims Template List' section, which includes a 'Filter By' dropdown, a 'Go' button, 'Save Filter', and 'My Filters' dropdown. A table lists templates with columns for 'Template Name' and 'Last Updated Date'. The first row, 'NURSING HOME 1', is selected with a checked checkbox. A modal dialog box titled 'Message from webpage' is overlaid on the table, containing a question mark icon and the text 'Are you sure, Do you want to delete the selected Templates.'. The dialog has 'OK' and 'Cancel' buttons, with 'OK' highlighted by a green box. At the bottom of the interface, there are 'View Page: 1', 'Go', '+ Page Count', 'SaveToXLS', 'Viewing Page: 1', and navigation buttons for 'First', 'Prev', 'Next', and 'Last'.

Template Name	Last Updated Date
<input checked="" type="checkbox"/> NURSING HOME 1	05/29/2018
<input type="checkbox"/> NURSING HOME 3	05/29/2018
<input type="checkbox"/> NURSING HOME 2	05/29/2018

Create a batch of template claims

➤ ProviderOne allows three options for batch claim submission:

- **Create Batch**
- **Create Batch All**
- **Auto Batch**

Create a Claim Template

Type Of Claim: Institutional

Claims Template List

Filter By: [] And [] [Go]

<input type="checkbox"/>	Template Name	Type	Last Updated By	Last Updated Date
<input type="checkbox"/>	NURSING HOME 1	Institutional	PRU	05/29/2018
<input type="checkbox"/>	NURSING HOME 3	Institutional	PRU	05/29/2018
<input type="checkbox"/>	NURSING HOME 2	Institutional	PRU	05/29/2018

View Page: 1 [Go] [Page Count] [SaveToXLS] Viewing Page: 1 [First] [Prev] [Next] [Last]

Create a batch of template claims

- If the entire list of templates will not be submitted together, select the ones that should be sent.
- Click on the **Create Batch** button.

Create a Claim Template

Type Of Claim: Institutional

Buttons: Edit, View, Delete, SaveAs/Copy, **Create Batch**, Create Batch All, Auto Batch

Claims Template List

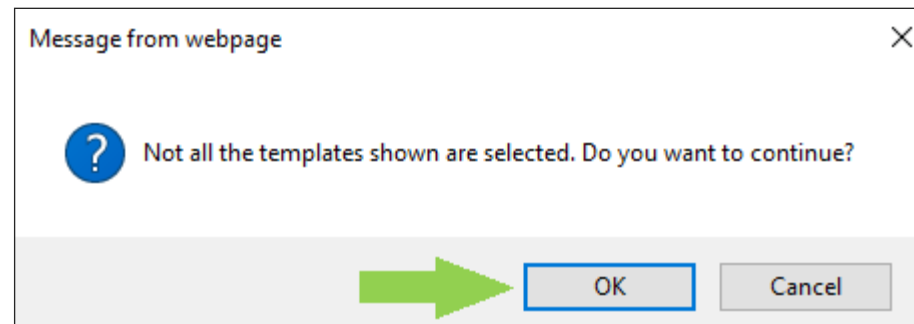
Filter By: [] And [] [Go] Save Filter My Filters

<input type="checkbox"/>	Template Name	Type	Last Updated By	Last Updated Date
<input checked="" type="checkbox"/>	NURSING HOME 1	Institutional	PRU	05/29/2018
<input type="checkbox"/>	NURSING HOME 3	Institutional	PRU	05/29/2018
<input checked="" type="checkbox"/>	NURSING HOME 2	Institutional	PRU	05/29/2018

View Page: 1 [Go] Page Count SaveToXLS Viewing Page: 1 [First] [Prev] [Next] [Last]

Create a batch of template claims

- If all claims are not selected, ProviderOne will display the following message. Click on **OK** to continue or **Cancel** to go back.



Create a batch of template claims

- ProviderOne now displays the **Batch Claim Attributes** screen.
- Enter the **From** and **To Date of Service**:

The screenshot displays the 'Batch Claim Attributes' screen. At the top, there are 'Print' and 'Help' icons. The main title is 'Batch Claim Attributes:'. Below this, the 'Claim Type' is set to 'Institutional'. The 'From Date of Service' is '01/01/2018' and the 'To Date of Service' is '01/31/2018'. Both date fields have calendar icons. At the bottom right, there are 'Build Batch' and 'Cancel' buttons.

Create a batch of template claims

- Click on the **Build Batch** button.

Print Help

Batch Claim Attributes:

Claim Type: Institutional

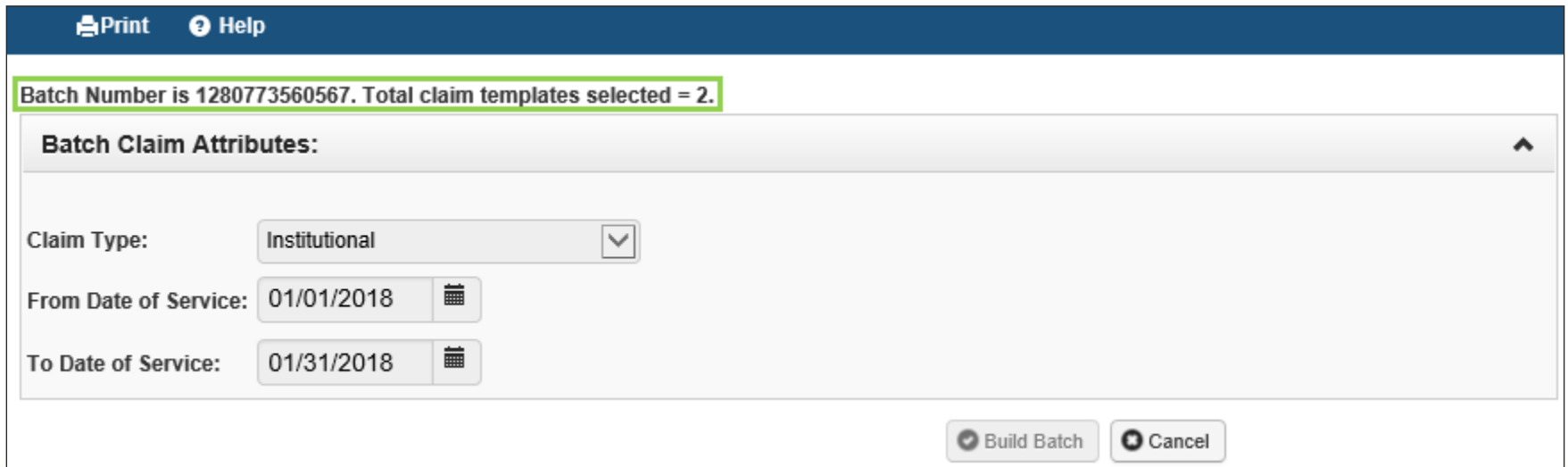
From Date of Service: 01/01/2018

To Date of Service: 01/31/2018

Build Batch Cancel

Create a batch of template claims

- ProviderOne builds the batch and assigns a batch number.
- Each template uses the date of service and adjusts the monetary amounts based on the date span.



The screenshot displays a software interface for creating a batch of claims. At the top, there are 'Print' and 'Help' icons. A green-bordered status bar indicates 'Batch Number is 1280773560567. Total claim templates selected = 2.' Below this is a section titled 'Batch Claim Attributes:' with an upward arrow. The attributes include: 'Claim Type' set to 'Institutional' in a dropdown menu; 'From Date of Service' set to '01/01/2018' with a calendar icon; and 'To Date of Service' set to '01/31/2018' with a calendar icon. At the bottom right, there are two buttons: 'Build Batch' and 'Cancel'.

Create a batch of template claims

- If the entire list of templates will be submitted together, you do not need to checkmark any templates.
- Click on the **Create Batch All** button.

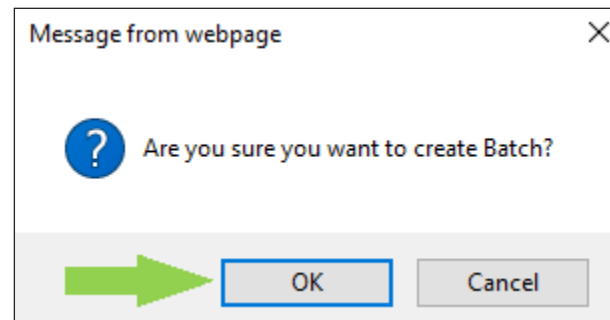
The screenshot shows a web application interface for creating claim templates. At the top, there are 'Close' and 'Add' buttons. Below is a section titled 'Create a Claim Template' with a dropdown menu for 'Type Of Claim' set to 'Institutional'. A toolbar contains buttons for 'Edit', 'View', 'Delete', 'SaveAs/Copy', '+ Create Batch', '+ Create Batch All' (highlighted with a green box), and 'Auto Batch'. Below this is the 'Claims Template List' section, which includes a filter bar and a table of templates.

	Template Name	Type	Last Updated By	Last Updated Date
<input type="checkbox"/>	NURSING HOME 1	Institutional	PRU	05/29/2018
<input type="checkbox"/>	NURSING HOME 3	Institutional	PRU	05/29/2018
<input type="checkbox"/>	NURSING HOME 2	Institutional	PRU	05/29/2018

At the bottom of the interface, there are navigation controls including 'View Page: 1', 'Go', 'Page Count', 'SaveToXLS', 'Viewing Page: 1', and buttons for 'First', 'Prev', 'Next', and 'Last'.

Create a batch of template claims

- The following dialogue box will appear. If you are sure you want to create a batch, click on the **OK** button.



Create a batch of template claims

- ProviderOne now displays the **Batch Claim Attributes** screen.
- Enter the **From** and **To Date of Service**.

The screenshot shows the 'Batch Claim Attributes' screen in ProviderOne. The interface includes a dark blue header with 'Print' and 'Help' icons. Below the header, the title 'Batch Claim Attributes' is displayed with an upward arrow. The form contains the following fields:

- Claim Type:** A dropdown menu with 'Institutional' selected.
- From Date of Service:** A text input field containing '01/01/2018' and a calendar icon.
- To Date of Service:** A text input field containing '01/31/2018' and a calendar icon.

At the bottom right of the form, there are two buttons: 'Build Batch' and 'Cancel'.

Create a batch of template claims

- Click on the **Build Batch** button.

Print Help

Batch Claim Attributes:

Claim Type: Institutional

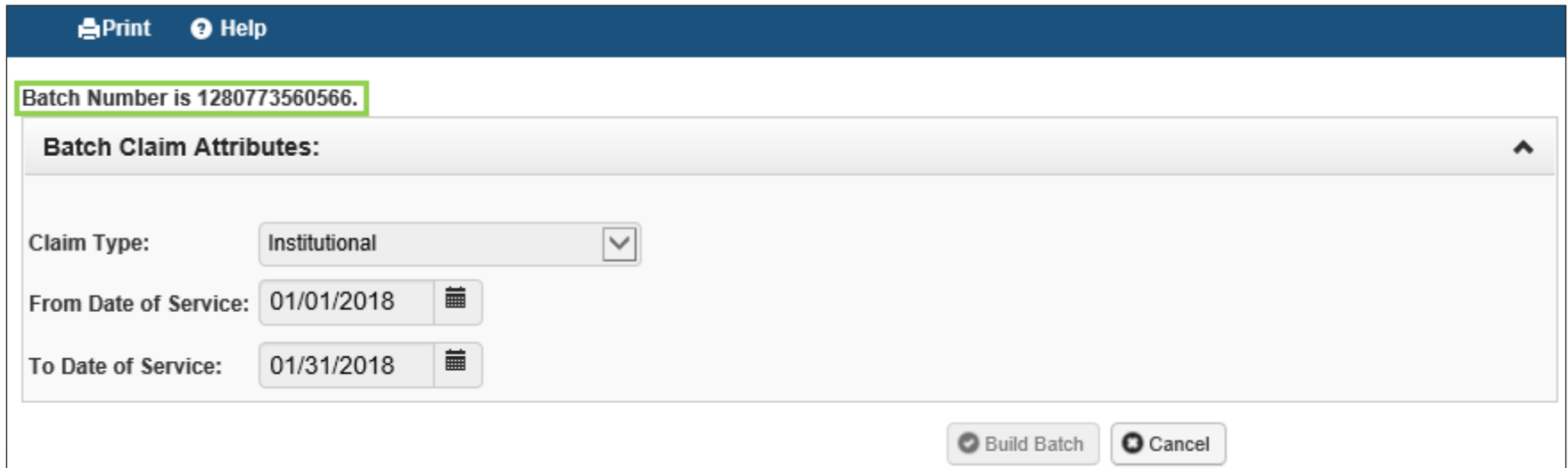
From Date of Service: 01/01/2018

To Date of Service: 01/31/2018

Build Batch Cancel

Create a batch of template claims

- ProviderOne builds the batch and assigns a batch number.
- Each template uses the date of service and adjusts the monetary amounts based on the date span.



The screenshot displays a software interface for creating a batch of claims. At the top, there are 'Print' and 'Help' icons. Below this, a green-bordered box contains the text 'Batch Number is 1280773560566.'. The main section is titled 'Batch Claim Attributes:' and contains three input fields: 'Claim Type' with a dropdown menu set to 'Institutional', 'From Date of Service' with a date field set to '01/01/2018' and a calendar icon, and 'To Date of Service' with a date field set to '01/31/2018' and a calendar icon. At the bottom right, there are two buttons: 'Build Batch' and 'Cancel'.

Create a batch of template claims

- ProviderOne will allow templates to be auto batched. Click on the **Auto Batch** button and all templates that have an **admit** date listed on them within the **from** and **to** dates of service will be included in the auto batch.

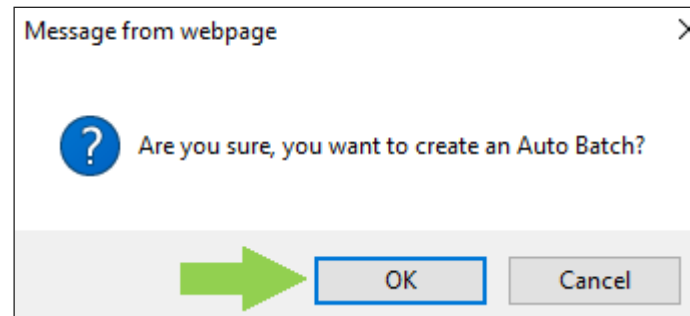
The screenshot shows the 'Create a Claim Template' interface. At the top, there are 'Close' and 'Add' buttons. Below that is a section titled 'Create a Claim Template' with a dropdown menu for 'Type Of Claim' set to 'Institutional'. A toolbar contains buttons for 'Edit', 'View', 'Delete', 'SaveAs/Copy', '+ Create Batch', '+ Create Batch All', and 'B Auto Batch' (which is highlighted with a green box). Below the toolbar is a section titled 'Claims Template List' with a filter section and a table of templates.

	Template Name	Type	Last Updated By	Last Updated Date
<input type="checkbox"/>	NURSING HOME 1	Institutional	PRU	05/29/2018
<input type="checkbox"/>	NURSING HOME 3	Institutional	PRU	05/29/2018
<input type="checkbox"/>	NURSING HOME 2	Institutional	PRU	05/29/2018

At the bottom of the interface, there are navigation controls including 'View Page: 1', 'Go', 'Page Count', 'SaveToXLS', 'Viewing Page: 1', and buttons for 'First', 'Prev', 'Next', and 'Last'.

Create a batch of template claims

- The following dialogue box will appear. If you are sure you want to create an auto batch, click on the **OK** button.



Create a batch of template claims

- ProviderOne now displays the **Batch Claim Attributes** screen.
- Enter the **From** and **To Date of Service**.

The screenshot displays the 'Batch Claim Attributes' interface. At the top, there are 'Print' and 'Help' icons. The main section is titled 'Batch Claim Attributes:'. Below this, the 'Claim Type' is set to 'Institutional'. The 'From Date of Service' is '01/01/2018' and the 'To Date of Service' is '01/31/2018'. Both date fields have calendar icons. At the bottom right, there are 'Build Batch' and 'Cancel' buttons.

Create a batch of template claims

- Click on the **Build Batch** button.



The screenshot shows a web application interface for creating a batch of claims. At the top, there is a dark blue header bar with 'Print' and 'Help' icons. Below this is a white box titled 'Batch Claim Attributes:'. Inside this box, there are three input fields: 'Claim Type' with a dropdown menu set to 'Institutional', 'From Date of Service' with a date field '01/01/2018' and a calendar icon, and 'To Date of Service' with a date field '01/31/2018' and a calendar icon. At the bottom right of the form, there are two buttons: 'Build Batch' and 'Cancel'. A large green arrow points down towards the 'Build Batch' button.

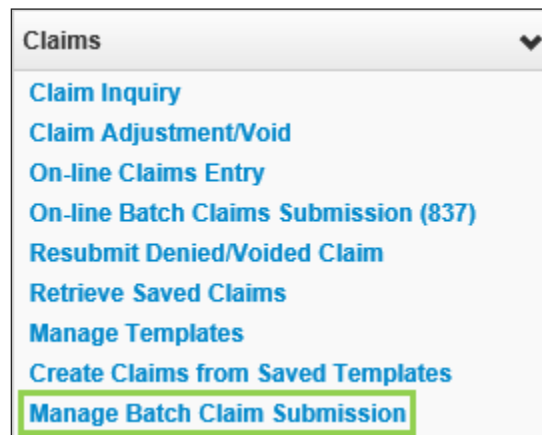
Create a batch of template claims

- ProviderOne builds the batch and assigns a batch number.
- ProviderOne shows how many templates are included in the auto batch.
- Each template uses the date of service and adjusts the monetary amounts based on the date span.

The screenshot shows a software interface with a dark blue header bar containing 'Print' and 'Help' icons. Below the header, a green-bordered box displays the text: 'Batch Number is 1280773560569. Total number of claim templates = 3, Actual no. of claim templates selected = 1.' Underneath this is a section titled 'Batch Claim Attributes:' with an upward-pointing arrow. The attributes include: 'Claim Type:' with a dropdown menu set to 'Institutional'; 'From Date of Service:' with a date field '01/01/2018' and a calendar icon; and 'To Date of Service:' with a date field '01/31/2018' and a calendar icon. At the bottom right of the form are two buttons: 'Build Batch' and 'Cancel'.

Manage batch claim submission

- Log into the ProviderOne Portal
 - www.waproviderone.org
 - Use EXT Provider Claims Submitter, EXT Provider Super User, or EXT Eligibility Checker/Claims Submitter
- Select **Manage Batch Claim Submission**.



Manage batch claim submission

- The Manage Batch Claim Submission Status List screen has action buttons and column headings including:
 - **View Claims button**
 - **Revalidate button**
 - **Delete batches button**
 - **Batch Number** column heading
 - **Batch Type** column heading
 - **Batch Created By** and **Batch Creation Date** column headings
 - **Batch Status** column heading

Manage batch claim submission

- The **View Claims** button allows you to look at the template but not make changes.
- **Revalidate** allows to you validate again the information listed on the template is complete.
- **Delete** allows you to remove a template from the batch.

Close View Claims Revalidate Delete

Batch Claim Submission Status List

Filter By : [] And [] [Go] [Save Filter] [My Filters]

<input type="checkbox"/>	Batch Number	Type	Created By	Batch Creation Date	Status	From DOS	To DOS	Total Billed Amount	Claim Count	Submitted Claim Count
<input type="checkbox"/>	1280773560569	Institutional	PRU	05/30/2018	Waiting	01/01/2018	01/31/2018	0	1	0
<input type="checkbox"/>	1280773560567	Institutional	PRU	05/30/2018	In Process	01/01/2018	01/31/2018	0	1	0
<input type="checkbox"/>	1280773560566	Institutional	PRU	05/30/2018	Failed In Validation	01/01/2018	01/31/2018	0	3	0
<input type="checkbox"/>	1280773560505	Institutional	PRU	05/30/2018	Passed Validation	01/01/2018	01/01/2018	\$974.58	2	0
<input type="checkbox"/>	1280770669611	Institutional	PRU	05/30/2018	Scheduled for Claims Loading	01/01/2018	01/31/2018	\$1463.37	3	3

View Page: 2 [Go] [Page Count] [SaveToXLS] Viewing Page: 1 [First] [Prev] [Next] [Last]

Manage batch claim submission

- **Batch Number** is the assigned number for the submission in ProviderOne.
- **Type** is the claim format being submitted.
- **Created By** is the person that created the batch within ProviderOne.
- **Batch Creation Date** is when the batch of claims was entered.

Batch Claim Submission Status List										
Batch Number	Type	Created By	Batch Creation Date	Status	From DOS	To DOS	Total Billed Amount	Claim Count	Submitted Claim Count	
<input type="checkbox"/> 1280773560569	Institutional	PRU	05/30/2018	Waiting	01/01/2018	01/31/2018	0	1	0	
<input type="checkbox"/> 1280773560567	Institutional	PRU	05/30/2018	In Process	01/01/2018	01/31/2018	0	2	0	
<input type="checkbox"/> 1280773560566	Institutional	PRU	05/30/2018	Failed In Validation	01/01/2018	01/31/2018	0	3	0	
<input type="checkbox"/> 1280773560505	Institutional	PRU	05/30/2018	Passed Validation	01/01/2018	01/01/2018	\$7,150.00	2	0	
<input type="checkbox"/> 1280770669611	Institutional	PRU	05/30/2018	Scheduled for Claims Loading	01/01/2018	01/31/2018	\$1463.37	3	3	

Manage batch claim submission

- **Status** gives the user information on the batch validation process.
 - A description of each type of status will be shown on the next slides.

Batch Claim Submission Status List										
Batch Number	Type	Created By	Batch Creation Date	Status	From DOS	To DOS	Total Billed Amount	Claim Count	Submitted Claim Count	
1280773560569	Institutional	PRU	05/30/2018	Waiting	01/01/2018	01/31/2018	0	1	0	
1280773560567	Institutional	PRU	05/30/2018	In Process	01/01/2018	01/31/2018	0	2	0	
1280773560566	Institutional	PRU	05/30/2018	Failed In Validation	01/01/2018	01/31/2018	0	3	0	
1280773560505	Institutional	PRU	05/30/2018	Passed Validation	01/01/2018	01/01/2018	\$7,150.00	2	0	
1280770669611	Institutional	PRU	05/30/2018	Scheduled for Claims Loading	01/01/2018	01/31/2018	\$1463.37	3	3	

Manage batch claim submission

➤ Status of **Waiting**:

- The batch of claims has been submitted and is waiting to be validated by ProviderOne.
- ProviderOne will move the batch of templates to the process queue on the next system cycle.

Batch Claim Submission Status List										
Batch Number	Type	Created By	Batch Creation Date	Status	From DOS	To DOS	Total Billed Amount	Claim Count	Submitted Claim Count	
<input type="checkbox"/> 1280773560569	Institutional	PRU	05/30/2018	Waiting	01/01/2018	01/31/2018	0	1	0	
<input type="checkbox"/> 1280773560567	Institutional	PRU	05/30/2018	In Process	01/01/2018	01/31/2018	0	2	0	
<input type="checkbox"/> 1280773560566	Institutional	PRU	05/30/2018	Failed In Validation	01/01/2018	01/31/2018	0	3	0	
<input type="checkbox"/> 1280773560505	Institutional	PRU	05/30/2018	Passed Validation	01/01/2018	01/01/2018	\$7,150.00	2	0	
<input type="checkbox"/> 1280770669611	Institutional	PRU	05/30/2018	Scheduled for Claims Loading	01/01/2018	01/31/2018	\$1463.37	3	3	

Manage batch claim submission

➤ Status of In Process:

- The batch of claims has been submitted.
- ProviderOne is picking up the templates to validate.

Batch Claim Submission Status List										
Batch Number	Type	Created By	Batch Creation Date	Status	From DOS	To DOS	Total Billed Amount	Claim Count	Submitted Claim Count	
1280773560569	Institutional	PRU	05/30/2018	Waiting	01/01/2018	01/31/2018	0	1	0	
1280773560567	Institutional	PRU	05/30/2018	In Process	01/01/2018	01/31/2018	0	2	0	
1280773560566	Institutional	PRU	05/30/2018	Failed In Validation	01/01/2018	01/31/2018	0	3	0	
1280773560505	Institutional	PRU	05/30/2018	Passed Validation	01/01/2018	01/01/2018	\$7,150.00	2	0	
1280770669611	Institutional	PRU	05/30/2018	Scheduled for Claims Loading	01/01/2018	01/31/2018	\$1463.37	3	3	

Manage batch claim submission

- Status of **Failed in Validation**:
 - The batch of claims has been submitted.
 - One or more of the templates did not pass validation because of an error.

Batch Claim Submission Status List										
Batch Number	Type	Created By	Batch Creation Date	Status	From DOS	To DOS	Total Billed Amount	Claim Count	Submitted Claim Count	
<input type="checkbox"/> 1280773560569	Institutional	PRU	05/30/2018	Waiting	01/01/2018	01/31/2018	0	1	0	
<input type="checkbox"/> 1280773560567	Institutional	PRU	05/30/2018	In Process	01/01/2018	01/31/2018	0	2	0	
<input type="checkbox"/> 1280773560566	Institutional	PRU	05/30/2018	Failed In Validation	01/01/2018	01/31/2018	0	3	0	
<input type="checkbox"/> 1280773560505	Institutional	PRU	05/30/2018	Passed Validation	01/01/2018	01/01/2018	\$7,150.00	2	0	
<input type="checkbox"/> 1280770669611	Institutional	PRU	05/30/2018	Scheduled for Claims Loading	01/01/2018	01/31/2018	\$1463.37	3	3	

Manage batch claim submission

- Status of **Passed Validation**:
 - The batch of claims has been submitted.
 - All of the templates in the batch passed validation.

Close View Claims Revalidate Delete

Batch Claim Submission Status List

Filter By : [] And [] Go Save Filter My Filters

<input type="checkbox"/>	Batch Number ▲▼	Type ▲▼	Created By ▲▼	Batch Creation Date ▲▼	Status ▲▼	From DOS ▲▼	To DOS ▲▼	Total Billed Amount ▲▼	Claim Count ▲▼	Submitted Claim Count ▲▼
<input type="checkbox"/>	1280773560569	Institutional	PRU	05/30/2018	Waiting	01/01/2018	01/31/2018	0	1	0
<input type="checkbox"/>	1280773560567	Institutional	PRU	05/30/2018	In Process	01/01/2018	01/31/2018	0	2	0
<input type="checkbox"/>	1280773560566	Institutional	PRU	05/30/2018	Failed In Validation	01/01/2018	01/31/2018	0	3	0
<input type="checkbox"/>	1280773560505	Institutional	PRU	05/30/2018	Passed Validation	01/01/2018	01/01/2018	\$7,150.00	2	0
<input type="checkbox"/>	1280770669611	Institutional	PRU	05/30/2018	Scheduled for Claims Loading	01/01/2018	01/31/2018	\$1463.37	3	3

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Manage batch claim submission

- **Status of Scheduled for Claims Loading:**
 - The batch of claims has been submitted.
 - Batch is no longer templates but are now claims:
 - Basic claim data is now displayed (**Total Billed Amount** and **Claim Count**).
 - ProviderOne generates the claim TCN number.

Batch Claim Submission Status List										
Batch Number	Type	Created By	Batch Creation Date	Status	From DOS	To DOS	Total Billed Amount	Claim Count	Submitted Claim Count	
1280773560569	Institutional	PRU	05/30/2018	Waiting	01/01/2018	01/31/2018	0	1	0	
1280773560567	Institutional	PRU	05/30/2018	In Process	01/01/2018	01/31/2018	0	2	0	
1280773560566	Institutional	PRU	05/30/2018	Failed In Validation	01/01/2018	01/31/2018	0	3	0	
1280773560505	Institutional	PRU	05/30/2018	Passed Validation	01/01/2018	01/01/2018	\$7,150.00	2	0	
1280770669611	Institutional	PRU	05/30/2018	Scheduled for Claims Loading	01/01/2018	01/31/2018	\$1463.37	3	3	

Manage batch claim submission

- **From DOS** and **To DOS** is the date span listed for all claims within the batch.
- **Total Billed Amount** gives a total of all the claims within the batch.

Close View Claims Revalidate Delete

Batch Claim Submission Status List

Filter By : [] And [] [Go] Save Filter My Filters

	Batch Number	Type	Created By	Batch Creation Date	Status	From DOS	To DOS	Total Billed Amount	Claim Count	Submitted Claim Count
<input type="checkbox"/>	1280773560569	Institutional	PRU	05/30/2018	Waiting	01/01/2018	01/31/2018	0	1	0
<input type="checkbox"/>	1280773560567	Institutional	PRU	05/30/2018	In Process	01/01/2018	01/31/2018	0	2	0
<input type="checkbox"/>	1280773560566	Institutional	PRU	05/30/2018	Failed In Validation	01/01/2018	01/31/2018	0	3	0
<input type="checkbox"/>	1280773560505	Institutional	PRU	05/30/2018	Passed Validation	01/01/2018	01/01/2018	\$7,150.00	2	0
<input type="checkbox"/>	1280770669611	Institutional	PRU	05/30/2018	Scheduled for Claims Loading	01/01/2018	01/31/2018	\$1463.37	3	3

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Manage batch claim submission

- **Claim Count** shows how many claims are included in the batch.
- **Submitted Claim Count** shows how many claims from the batch have been submitted.

Close View Claims Revalidate Delete

Batch Claim Submission Status List

Filter By : [] And [] [Go] Save Filter My Filters

	Batch Number	Type	Created By	Batch Creation Date	Status	From DOS	To DOS	Total Billed Amount	Claim Count	Submitted Claim Count
<input type="checkbox"/>	1280773560569	Institutional	PRU	05/30/2018	Waiting	01/01/2018	01/31/2018	0	1	0
<input type="checkbox"/>	1280773560567	Institutional	PRU	05/30/2018	In Process	01/01/2018	01/31/2018	0	2	0
<input type="checkbox"/>	1280773560566	Institutional	PRU	05/30/2018	Failed In Validation	01/01/2018	01/31/2018	0	3	0
<input type="checkbox"/>	1280773560505	Institutional	PRU	05/30/2018	Passed Validation	01/01/2018	01/01/2018	\$7,150.00	2	0
<input type="checkbox"/>	1280770669611	Institutional	PRU	05/30/2018	Scheduled for Claims Loading	01/01/2018	01/31/2018	\$1463.37	3	3

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Manage batch claim submission

- To submit a batch of templates all claims must have passed validation:
 - Check mark the **Batch Number** you want to submit.
 - Click on the **View Claims** button at the top of the screen to bring up the list of templates included in this batch.

Batch Claim Submission Status List

Filter By : And

<input type="checkbox"/>	Batch Number	Type	Created By	Batch Creation Date	Status	From DOS	To DOS	Total Billed Amount	Claim Count	Submitted Claim Count
	▲▼	▲▼	▲▼	▲▼	▲▼	▲▼	▲▼	▲▼	▲▼	▲▼
<input type="checkbox"/>	1280773560569	Institutional	PRU	05/30/2018	Waiting	01/01/2018	01/31/2018	0	1	0
<input type="checkbox"/>	1280773560567	Institutional	PRU	05/30/2018	In Process	01/01/2018	01/31/2018	0	2	0
<input type="checkbox"/>	1280773560566	Institutional	PRU	05/30/2018	Failed in Validation	01/01/2018	01/31/2018	0	3	0
<input checked="" type="checkbox"/>	1280773560505	Institutional	PRU	05/30/2018	Passed Validation	01/01/2018	01/01/2018	\$7150.00	2	0
<input type="checkbox"/>	1280770669611	Institutional	PRU	05/30/2018	Scheduled for Claims Loading	01/01/2018	01/31/2018	\$1463.37	3	3

View Page:
Viewing Page: 1

Manage batch claim submission

- There are two ways to include templates you want to submit:
 - 1) Check mark only specific templates to submit and click on the **Submit Batch** button; or
 - 2) Click on the **Submit All** button to submit all the listed templates.

Close Submit Batch Submit All Delete

Claims created from Batch List

Filter By : And Go

Save Filter My Filters

<input type="checkbox"/>	Link	System Generated Claim ID	Template Name	Client ID	Patient Responsibility	From Date Of Service	To Date Of Service	Client Class Code	Client Last Name
<input type="checkbox"/>	▶	201715300253713000	Nursing Home Example 4	999999998WA		01/01/2018	01/31/2018	\$25.00	DOE
<input type="checkbox"/>	▶	201715300253717000	Nursing Home Example 5	999999998WA		01/01/2018	01/31/2018	\$25.00	DOE
<input type="checkbox"/>	▶	201715300253718000	Nursing Home Example 6	999999998WA		01/01/2018	01/31/2018	\$25.00	DOE

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Manage batch claim submission

- The batch of claims is now loaded into ProviderOne.
- The claims have been assigned TCN numbers.
- This batch will auto purge from the list when claims are loaded.

Close View Claims Revalidate Delete

Batch Claim Submission Status List

Filter By : [] And [] Go Save Filter My Filters

<input type="checkbox"/>	Batch Number	Type	Created By	Batch Creation Date	Status	From DOS	To DOS	Total Billed Amount	Claim Count	Submitted Claim Count
<input type="checkbox"/>	1280773560569	Institutional	PRU	05/30/2018	Waiting	01/01/2018	01/31/2018	0	1	0
<input type="checkbox"/>	1280773560567	Institutional	PRU	05/30/2018	In Process	01/01/2018	01/31/2018	0	2	0
<input type="checkbox"/>	1280773560566	Institutional	PRU	05/30/2018	Failed in Validation	01/01/2018	01/31/2018	0	3	0
<input type="checkbox"/>	1280773560505	Institutional	PRU	05/30/2018	Passed Validation	01/01/2018	01/31/2018	\$7150.00	2	0
<input type="checkbox"/>	1280770669611	Institutional	PRU	05/30/2018	Scheduled for Claims Loading	01/01/2018	01/31/2018	\$1463.37	3	3

View Page: 2 Go Page Count SaveToXLS Viewing Page: 1 << First < Prev > Next >> Last

Manage batch claim submission

- Fixing batches that are in the **Failed in Validation** status.
- Click on the **Batch Number** to view the templates.

Close View Claims Revalidate Delete

Batch Claim Submission Status List

Filter By : [] And [] Go Save Filter My Filters

<input type="checkbox"/>	Batch Number	Type	Created By	Batch Creation Date	Status	From DOS	To DOS	Total Billed Amount	Claim Count	Submitted Claim Count
<input type="checkbox"/>	1280773560569	Institutional	PRU	05/30/2018	Waiting	01/01/2018	01/31/2018	0	1	0
<input type="checkbox"/>	1280773560567	Institutional	PRU	05/30/2018	In Process	01/01/2018	01/31/2018	0	2	0
<input type="checkbox"/>	1280773560566	Institutional	PRU	05/30/2018	Failed in Validation	01/01/2018	01/31/2018	0	3	0
<input type="checkbox"/>	1280773560505	Institutional	PRU	05/30/2018	Passed Validation	01/01/2018	01/31/2018	\$7150.00	2	0
<input type="checkbox"/>	1280770669611	Institutional	PRU	05/30/2018	Scheduled for Claims Loading	01/01/2018	01/31/2018	\$1463.37	3	3

View Page: 2 Go Page Count SaveToXLS Viewing Page: 1 << First < Prev > Next >> Last

Manage batch claim submission

- The list of templates is displayed.
- Under the **Status** column click on the blue **Invalid** hyperlink to see the template error.

Close Revalidate

View Templates List from Batch



Filter By : And Go Save Filter My Filters

Template Name ▲▼	Status ▲▼	Claim Type ▲▼
NURSING HOME 1	Invalid	Institutional
NURSING HOME 2	Invalid	Institutional

View Page: 1 Go + Page Count SaveToXLS Viewing Page: 1 << First < Prev > Next >> Last

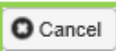
Manage batch claim submission

- ProviderOne will display the template error(s).
- Click on the **Cancel** button once the errors are identified.

 **Template Validation Errors** 

Template Name: NURSING HOME 1
Client ID: 999999998WA

Error Description: The Type of Facility is Invalid/Empty.The Bill Classification is Invalid/Empty.The Total Claim Charge is Invalid/Empty.Invalid combination of Type Of Facility and Bill Classification for the Statement date entered



Manage batch claim submission

- Click on the Template Name to fix the error(s).
- ProviderOne will load the template form for correction.

Close Revalidate

View Templates List from Batch

Filter By : And Go Save Filter My Filters

Template Name ▲▼	Status ▲▼	Claim Type ▲▼
NURSING HOME 1	Invalid	Institutional
NURSING HOME 2	Invalid	Institutional

View Page: 1 Go + Page Count SaveToXLS Viewing Page: 1 << First < Prev Next > >> Last

Manage batch claim submission

- When the template is displayed make the appropriate corrections to the error(s).
- Click on the **Save Template** button.
- At the dialogue pop up click on the **OK** button.

The screenshot displays a web application interface for managing batch claim submissions. At the top, there are three buttons: 'Close', 'Save Template' (highlighted with a green border), and 'Reset'. Below these is a section titled 'Institutional Claim' with a 'Billing Instructions' link. A note indicates that asterisks (*) denote required fields. The 'Basic Claim Info' tab is active, showing a 'Template Name' field with the value 'NURSING HOME 1'. A 'Submitter ID' field contains the value '200320900'. A 'PROVIDER INFORMATION' section is partially visible at the bottom. A modal dialog box titled 'Message from webpage' is centered on the screen, containing a question mark icon and the text 'Do you want to save the Template?'. The 'OK' button in the dialog is highlighted with a green border.

Manage batch claim submission

- Click on the **Revalidate** button.
- When ProviderOne refreshes click on the **Close** button.
- ProviderOne returns to the **Batch Claim Submission Status List** page showing the batch in the **Waiting** status.

Close
Revalidate

View Templates List from Batch
▲

Filter By :

And

Go
Save Filter
My Filters ▼

Template Name ▲▼	Status ▲▼	Claim Type ▲▼
NURSING HOME 1	Invalid	Institutional
NURSING HOME 2	Invalid	Institutional

View Page:

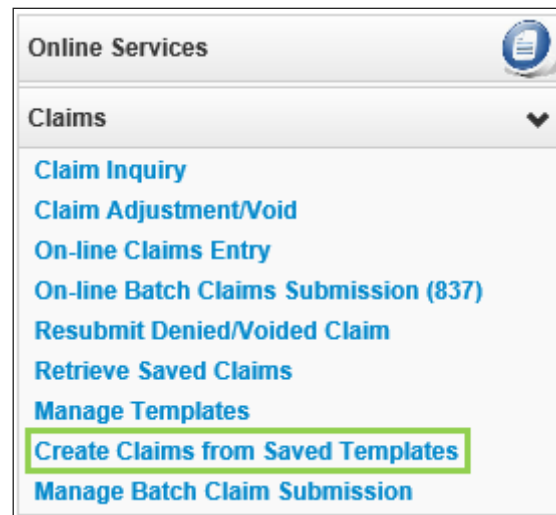
Go
Page Count
SaveToXLS

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◀ Prev
Next ▶
» Last

Submit a single template claim

- On the Provider Portal click on **Create Claims from Saved Templates**.



Submit a single template claim

- Click on the **Template Name** to display template.

Close
Create Claim from Saved Templates List ▲

Filter By : ▼ And ▼ Go

Save Filter My Filters ▼

Template Name ▲ ▼	Type ▲ ▼	Last Updated By ▲ ▼	Last Updated Date ▲ ▼
NURSING HOME 1	Institutional	PRU	05/30/2018
NURSING HOME 3	Institutional	PRU	05/29/2018
NURSING HOME 2	Institutional	PRU	05/29/2018

View Page: Go + Page Count SaveToXLS

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Submit a single template claim

- When the template is displayed enter the missing claim information.
- Once complete click on the **Submit Claim** button.

Close Save Claim Submit Claim Reset

Institutional Claim ^

Note: asterisks (*) denote required fields. [Billing Instructions](#)

Basic Claim Info

Other Claim Info

Billing Provider | Subscriber | Claim | Service

Submitter ID:

PROVIDER INFORMATION ^

Go to [Other Claim Info](#) to enter information for providers other than the Billing Providers.

BILLING PROVIDER

* Provider NPI:

* Taxonomy Code:

[Top](#)

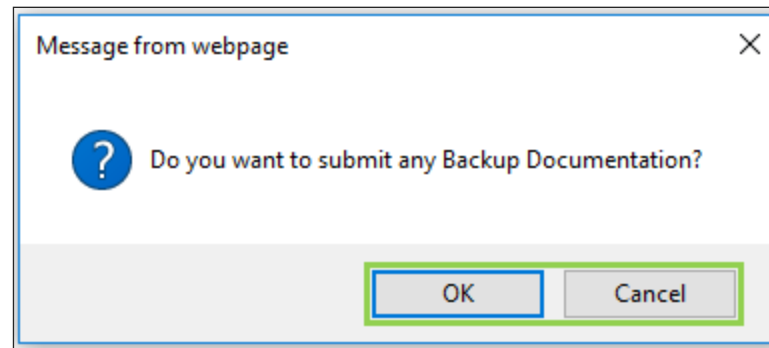
SUBSCRIBER/CLIENT INFORMATION ^

SUBSCRIBER/CLIENT

* Client ID:

Submit a single template claim

- ProviderOne will display the following dialogue box.
- Click **Ok** if you need to submit backup documentation.
- Click the **Cancel** button if you do not need to submit backup with this claim.



Submit a single template claim

➤ Submit Claim for Processing – **No Backup**

- ProviderOne now displays the Submitted Institutional Claim Detail screen.
- Click on the Submit button to finalize the submission of the claim.

Submitted Institutional Claim Details:

TCN: 20181500000286000
 Provider NPI: 1801231717
 Client ID: 999999998WA
 Date of Service: 01/01/2018-01/31/2018
 Total Claim Charge: \$ 7150.00

Please click "Add Attachment" button, to attach the documents. [Add Attachment](#)

Attachment List

Line No	File Name	Attachment Type	Transmission Code	Attachment Control #	File Size	Delete	Uploaded On
No Records Found !							

Print Print Cover Page **Submit**

Submit a single template claim

➤ Submit Claim for Processing – **With Backup (Attaching an Electronic File)**

- If you clicked Ok when asked if you want to submit backup documentation:
 - ProviderOne displays the Claims Backup Documentation screen.
 - Enter the Attachment Type from the dropdown.
 - Choose the Transmission Code of EL-Electronic Only.
 - Click on the Browse button to find the electronic file to attach to the claim.
 - The Line No. dropdown is not needed and has been disabled.

Submit a single template claim

- Submit Claim for Processing – **With Backup (Attaching an Electronic File)**
 - Click the OK button.

Please select one of the option from the Required Fields * and select Line No, if the attachment is for specific Service Line Item.

Attachment Type: 03-Report Justifying Treatment Bey * Transmission Code: AA-Available on Request at Provid *

Line No:

☰ Please attach the File(s). The File Format must be PDF, DOC, TIF, XLS, XLSX, DOCX- ^

Filename: Browse... *

Submit a single template claim

➤ Submit Claim for Processing – **With Backup** **(Attaching an Electronic File)**

- ProviderOne now displays the Submitted Institutional Claim Detail screen.
- Click on the Submit button to finalize the submission of the claim.

Submitted Institutional Claim Details:

TCN: 20181500000286000
 Provider NPI: 1801231717
 Client ID: 999999998WA
 Date of Service: 01/01/2018-01/31/2018
 Total Claim Charge: \$ 7150.00

Please click "Add Attachment" button, to attach the documents.

Attachment List

Line No	File Name	Attachment Type	Transmission Code	Attachment Control #	File Size	Delete	Uploaded On
0	appendix-c.pdf	EB	EL		504kb	X	05/30/2018

View Page: Viewing Page: 1

Submit a single template claim

➤ Submit Claim for Processing – **With Backup (Mailing or Faxing)**

- ProviderOne displays the Claims Backup Documentation screen:
 - Enter the Attachment Type from the dropdown.
 - Choose the Transmission Code of BM-By Mail or FX-By Fax.
 - Do **not** choose a Line No.
- Click the OK button.

Please select one of the option from the Required Fields * and select Line No, if the attachment is for specific Service Line Item.

Attachment Type: EB-Explanation of Benefits * Transmission Code: BM-By Mail *

Line No:

Please attach the File(s). The File Format must be PDF, DOC, TIF, XLS, XLSX, DOCX-

Filename: Browse... *

OK Cancel

Submit a single template claim

➤ Submit Claim for Processing – **With Backup (Mailing or Faxing)**

- If you are sending backup by mail or fax, you must include a cover sheet. At the Submitted Institutional Claim Details page click on the **Print Cover Page** button.

Submitted Institutional Claim Details:

TCN: 201815000000286000
 Provider NPI: 1801231717
 Client ID: 999999998WA
 Date of Service: 01/01/2018-01/31/2018
 Total Claim Charge: \$ 7150.00

Please click "Add Attachment" button, to attach the documents. [Add Attachment](#)

Attachment List

Line No	File Name	Attachment Type	Transmission Code	Attachment Control #	File Size	Delete	Uploaded On
0	BM	EB	BM		0kb	X	05/30/2018

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[Print](#) [Print Cover Page](#) [Submit](#)

Submit a single template claim

➤ Submit Claim for Processing – **With Backup (Mailing or Faxing)**

- Fill in the TCN field with the claim number received on your claim confirmation screen. Click outside this field or tab to expand the barcode.
- When completed click on the **Print Cover Sheet** button and mail to:

- Electronic Claim Back-Up Documentation
PO Box 45535
Olympia, WA 98504-5535

OR

- Fax 1-866-668-1214

The screenshot shows a web form titled "ProviderOne Claim Attachment Submission Cover Sheet". At the top, there are several thick black horizontal bars. Below them, the text "ProviderOne" and "Claim Attachment Submission Cover Sheet" is centered. A "TCN" label is followed by a text input field. Below the input field is a note: "(Please enter 18 or 21 digit numeric value starting with 1,2,3,4 or 9.)". A large barcode is positioned below the note. Underneath the barcode are two buttons: "Print Cover Sheet" and "Clear Fields". Below the buttons, it says "Instructions will not appear on the printed coversheet". A section titled "INSTRUCTIONS:" contains the following text: "Click ENTER on your keyboard after typing the number in above.", "Please use the Print Cover Sheet Button Above to print ONLY.", and "Use Only ADOBE Reader to generate this coversheet. Other readers will not generate the barcode correctly." At the bottom left, it says "FAX to : 1-866-668-1214." and "THE BAR CODE COVER SHEET SHOULD BE THE FIRST PAGE OF YOUR FAX WITH ALL SUPPORTING DOCUMENTATION BEHIND THE BAR CODE SHEET." At the bottom right, there is a vertical barcode and the version number "05/28/2020 Ver 4.0".

Submit a single template claim

➤ Submit Claim for Processing – **With Backup (Mailing or Faxing)**

- Click on the Submit button to finalize the submission of your claim.

Submitted Institutional Claim Details:

TCN: 201815000000286000
 Provider NPI: 1801231717
 Client ID: 999999998WA
 Date of Service: 01/01/2018-01/31/2018
 Total Claim Charge: \$ 7150.00

Please click "Add Attachment" button, to attach the documents.

Attachment List

☐	Line No ▲▼	File Name ▲▼	Attachment Type ▲▼	Transmission Code ▲▼	Attachment Control # ▲▼	File Size ▲▼	Delete ▲▼	Uploaded On ▲▼
☐	0	BM	EB	BM		0kb	X	05/30/2018

View Page: Viewing Page: 1

Resources

- ProviderOne Billing and Resource Guide [webpage](#)

- Provider training resources:
 - [Webinar page](#)
 - [Fact sheet page](#)