Medicaid Provider Bulletin

Published for the Medical Providers of Hawaii

VOLUME 1, Issue 6 November 2002

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Your New Medicaid Remittance Advice

The Medicaid fee-for-service *Remittance Advice* provides information about claims that were paid, adjusted, voided and denied. It also provides the reason(s) for the denial of the claim and lists the claims that are pended. The Remittance Advice is generated weekly and mailed to the billing provider. If the billing provider has submitted claims for multiple service providers, the Remittance Advice will contain a section for each. The Remittance Advice is mailed separately from the check payment.

The Non-Facility Remittance Advice is mailed to providers who bill on the HCFA 1500 and American Dental Association (ADA) claim forms. The Facility Remittance Advice reports information related to services billed on the UB-92 claim form.

Each Remittance Advice is divided into five sections:

- Paid claims
- Adjusted claims
- Denied claims
- Voided claims
- Claims in process

The *Address Page* (Remit to Address) of the Remittance Advice displays the billing provider's name and pay-to mailing address.

The *Financial Summary* page reports check and invoice data. If all claims are in process or denied, the page will indicate "No Active Invoices."

The *Processing Notes* page is the last page of each Remittance Advice. The page provides an alphabetical listing of denial reason codes and pricing explanation codes. Each is listed only once even if it applies to multiple claims.

Provider Inquiry Unit (Call Center):

Oahu – 952-5570

Neighbor Islands - 1.800.235-4378

Eligibility Line (AVRS): 1.800.882-4608

Email Provider inquiries to:

www.hi.providerrelations@acs-inc.com

Fax Provider inquiries to: (808) 952.5595

Fax Urgent Prior Auth requests to: (808) 952-5562

Provider Manual & Forms: Visit www.medQUEST.us

Mail Prior Auth requests to:

ACS.

P.O. Box 2561

Honolulu, HI 96804-2561

Mail returned checks to:

ACS

P.O. Box 1206

Honolulu, HI 96807-1206

Mail Claims to: ACS

P.O. Box 1220

Honolulu, HI 96807-1220

Working the Remittance Advice

Here are some suggestions for working the Remittance Advice to reconcile claims billed to Medicaid:

- Review the Paid Claims section of the Remittance Advice to determine which claims have been paid and if those claims are paid correctly. Any errors, such as claims (and associated Claim Reference Numbers) that have the wrong codes or have other data entry errors should be marked for adjustment. (See Chapter 4 of the Provider Manual: Claims Payments, for information on adjusting a paid claim.)
- 2. Review the Adjusted Claims section of the Remittance Advice. This section will report any

New Medicaid Provider Manual

The New Medicaid Provider Manual is on the web at www.medQUEST.us – and will be mailed to providers in early December.

- claims that have been adjusted. It will include both provider-initiated adjustments and claims adjusted by Medicaid as a result of an audit or review.
- 3. Review the Voided Claims section of the Remittance Advice. This section will report any claims that have been voided. It will include both provider-initiated voids and claims voided by Medicaid as a result of an audit or Medical review.
- 4. Review the Denied Claims section of the Remittance Advice. Review the message for each code and determine the action necessary to correct the claim. (See Chapter 4 of the Provider Manual, Claims Payments, for information on resubmitting a denied claim.)

A sample of the new Non-Facility Remittance Advice has been attached for your review (pages 6-13). Providers who have questions about the Remittance Advice or about resubmitting, adjusting, or voiding a claim should refer to the Medicaid Provider Manual on the web at www.medQUEST.us or contact ACS for more information.

AVRS

Providers encountering technical problems while using the AVRS to check on eligibility should call the Medifax Customer Service department at:

Phone: 1-800-333-0263 Fax: 1-615-843-2539

Email: customer.service@medifax.com

Hours of Operation: 5 a.m. - 5 p.m. PST Monday to Friday

After hour calls (including weekends and holidays) will forward to voice mail, which will page the on-call representative. Depending on urgency, the call will be returned the same day, otherwise, the next day.

Pharmacy Training for DME & Supplies is forthcoming. Look for a notice in the mail.

Provider Tips

New Medicaid ID Numbers

Your new Medicaid ID Numbers are available. Please transition over to using your new ID numbers. This will minimize delays in processing your claims. If you need assistance in getting your new Medicaid ID Number, please call the ACS Provider Inquiry Unit at 952-5570, or from the Neighbor Islands, call 1.800.235-4378.

Prior Authorization

- Per Medicaid Policy, prior authorizations are not required for DME less than \$50 per line item. A PA is required for DME greater than \$50 per line item. The only exception is for diabetic supplies, which require an authorization when it exceeds \$125 per month per provider.
- The Medicare box under the recipient name on the 1144 must be checked (yes or no indicating whether the recipient has Medicare coverage) for the Prior Authorization to be processed.
- When submitting a PA, be sure to enter both the requesting and servicing new Medicaid Provider ID Numbers.

Referring Providers

Providers are required to indicate the referring provider's Medicaid ID # for inpatient podiatry and consultation services. The referring provider's ID # must be on the claim in order for the claim to be processed correctly. Providers should inform the specialist of their Medicaid provider number when making the referral.

Provider Records in HPMMIS

Over half of the Remittance Advices (RAs) could not be mailed because of invalid Provider IDs, missing tax IDs or invalid addresses. The provider data in the new system is constantly being updated to avoid future problems. If you have been submitting claims consistently and have not received an RA this week, please note that this problem is being addressed and you should expect an RA in the following week.

Tax Codes No Longer In Use

To expedite payment of claims, providers should stop billing with procedure code Z9020 or S9999 and Revenue Code 091.

Medicare Coordinated Claims

On the HCFA 1500 in box 24K, the paid amount, coinsurance, & deductible amounts separated by a slash are **not** necessary if the Medicare EOB is attached.

For all other TPL, indicate amount paid by the TPL for each line in box 24K. If TPL does not provide a break down of payment per line, split total amount paid among the total lines.

The AVRS eligibility 1-800 number has a learning curve

It takes some time to learn the shortcuts when using the Medicaid Eligibility Automated Voice Response System (AVRS). Please give it time and keep trying this number: 1-800-882-4608. Providers in other states using this system experienced similar initial frustration and have learned to like the system. And remember, if you use the AVRS, more callers will be able to get through to our Provider Inquiry center to inquire about claims, prior authorizations and provider enrollment.

Question	Answer
Claims Processing Questions	Claims Processing Answers
1Q. If a patient has TPL but the TPL does not pay for services that are provided, do we need to attach a denial from the patient's TPL? If yes, do we need a denial for each individual service date or will one generic rejection suffice?	1A. The denial from the TPL should be attached for each date of service.
2Q. What is the filing deadline for claims? Typically a claim should be satisfied by the one year filing deadline, which is one year from the date of service. With HMSA Medicaid, the filing deadline was also one year from date of service but if patient has TPL, they would go by the date on the TPL RA or the EOB.	2A. The filing deadline for claims is one year from date of service except for Medicare coordinated claims, which are 6 months from the EOB date.
3Q. If the TPL does not cover the service, can we still bill the claim with the Z9014 code? Or do we need to bill the TPL for a rejection?	3A. If the service is not covered by the TPL, you do not need to bill the TPL for a rejection. Do not bill using the Z9014 code. Under the remarks section (in FL 19 on HCFA-1500, FL 84 on UB-92 or FL 61 on ADA 1999 v. 2000) indicate "Not a covered service."
4Q. Do we have to submit the red ink version of the HCFA-1500?	4A. No. Hawaii Medicaid does not require the red ink version. However, the resolution of the printing on the form must be clear imaging.
5Q. How should I resubmit a claim if I feel it has been denied in error?	5A. Submit the claim as you would a new claim with no reference to the denied original CRN.
6Q. Can HMSA checks still be cashed?	6A. Yes, through the Spring of 2003.
Eligibility/Cost Share Questions	Eligibility/Cost Share Answers
7Q. Where are the new plastic cards for foster children being mailed? Because foster children move around so often, how will Medicaid be notified that they've moved or are no longer a foster child?	7A. The cards for foster children are mailed to the address stored in the eligibility system, generally, this is the foster care unit or the eligibility unit. Policies and procedures to report changes in address for any Medicaid recipient have not changed.
8Q. How soon does the cost/share get entered into the system?	8A. Cost Share information is updated in the system when entered by the eligibility worker. For future benefit months, it is transferred from the eligibility system to HPMMIS about 5 working days prior to month end.
9Q. If we don't have a provider number (i.e. Catholic Charity), how do we access the AVRS system after hours? We have received calls from our caregivers at 9 p.m. that they can't pick up a medication for the client because the pharmacy says the client does not show eligibility.	9A. Provider numbers and access to the AVRS is limited to Medicaid providers. The case manager should see the Foster Care worker to obtain a copy of the Medicaid card, if not the card itself.
Provider ID Question	Provider ID Question
100. I have not received a letter with my new Medicaid provider ID #. How do I get my new provider ID #?	10A. You may call the ACS Provider Inquiry Unit (Call Center) at 952-5570 or 1-800-235-4378.

Continued from page 4

Question	Answer
Dental Questions	Dental Answers
11Q. Which form should Oral Surgeons use when performing surgeries in a facility?	11A. Oral surgeons that are MDs can use either the HCFA-1500 or the ADA 1999 v. 2000 with appropriate CPT or CDT codes.
12Q. Should ICD-9 code 525.9 be used for dental emergencies on the ADA 1999 v. 2000?	12A. Yes. It should be indicated in FL 58 of the ADA 1999 v. 2000.
13Q. Where does a dentist submit the referring provider ID # on ADA 1999 v. 2000?	13A. Use Field 47 = Dentist's License Number
14Q. What is the resubmission procedure on the ADA 1999 v. 2000?	14A. Write "Resubmission" on the top right corner of a new ADA 1999 v. 2000 claim form. Write "A" (to adjust) or "V" (to void) and original CRN in Field 2. Circle any changes.
Walver Services Questions	Waiver Services Answers
15Q. Will we be allowed to span date?	15A. Yes, span dating will be allowed for waiver providers only. Dates of service do not have to be consecutive. You may span date for the entire month, i.e. Nov. 1 st – 30 th , 2002.
16Q. Does a diagnosis code have to be entered?	16A. Yes. If no diagnosis code applies, Waiver Providers are allowed to use generic diagnosis code 799.9. This code is to be used only when no other diagnosis code is applicable.

Top Reasons for Claims to be Returned to Provider

- No Federal Tax ID # Federal Tax ID # is required on all claims (FL 25 on HCFA-1500, FL 5 on UB-92 and FL 45 on ADA 1999 v. 2000.)
- Invalid HMSA Medicaid Provider IDs If your valid HMSA Medicaid Provider ID is H000999
 and you are submitting your claim without the zeros, the number will not be found in the new
 claims processing system. This means your claim will be returned to provider (RTP). When
 you receive an "RTP" claim with this problem, please fix your Provider ID number to include
 all of the zeros and resubmit to ACS.

To avoid this, please transition over to using your new Medicaid Provider ID number. If you need your new Medicaid Provider ID number, please call ACS Provider Inquiry Unit at 952-5570, or from the Neighbor Islands call 1.800.235-4378.

• Using incorrect form - Dental claims must be submitted on ADA 1999 v. 2000.

** PLEASE CALL PROVIDER SERVICES FOR QUESTIONS OR CLARIFICATION ABOUT THE CONTENTS OF THIS PACKAGE ** PROVIDER SERVICES MAY BE REACHED AT (808) 952-5570 or 1-800-235-4378

REPORT ID: FI04W400 PROGRAM ID: FI04L400

BILLING PROVIDER: 654321

01

Provider Name:

INVOICE DATE: 11/28/98 PAYMENT DATE: 12/01/98

STREET ADDRESS OR P.O. BOX PROVIDER NAME ANYTOWN HI 99999

name and Pay-To mailing address Address page shows billing provider's

PAGE:1 RUN:11/28/98

HAWAII DHS MED-QUEST DIVISION PMMIS REMITTANCE ADVICE - REMIT TO ADDRESS

Sample Remittance Advice – Financial Summary

REPORT ID: FI04W400 PROGRAM ID: FI04L400

REMITTANCE ADVICE - FINANCIAL SUMMARY HAWAII DHS MED-QUEST DIVISION PMMIS INVOICE DATE: 11/28/98

> RUN: 11/28/98 PAGE: 2

BILLING PROVIDER: 654321 01

Provider Name

PAYMENT DATE: TAX ID: 9999999999 10/01/98

PAY FOR CATEGORY	CHECK INVOICE NUMBER DATE	INVOICE	INVOICE NUMBER TYPE GROSS AMOUNT	TYPE			NET AMOUNT
70776 11/20/20 10/20/20/20/20/20/20/20/20/20/20/20/20/20	1011	11/28/08					
TOTALS					944.00	.00	944.00

- Financial Summary page provides summarized check and invoice information
- If all claims in process or denied, Financial Summary page will indicate "No Active Invoices"
- Gross Amount and Net Amount (Check Amount) will be equal unless TYPE column shows "CR" indicating provider has credit

PRICE EXPL:

SUB

*MCC

*MCD

NUMBER OF CLAIMS:

Sample Remittance Advice – Paid Non-facility Claims

REPORT ID: FI04W400 PROGRAM ID: FI04L400 HAWAII DHS MED-QUEST DIVISION PMMIS NON-FACILITY REMITTANCE ADVICE - ACUTE PAID CLAIMS - INVOICE DATE: 11/28/98

001549

SERVICE PROVIDER: BILLING PROVIDER: 654321 654321 01 Provider Name Provider Name

CHECK NUMBER: PAYMENT DATE: INVOICE NUMBER:

48746

10/01/98

A9800000000001

RUN: 11/28/98

FORM TYPE: TAX ID: FORM 1500 999999999

	, ,				
A21742813 A21742813	A21742813 A21742813	A61743893 A61743893 PRICE EXPL:	A12007007 A12007007	A12007007 A12007007 PRICE EXPL:	HI ID RECIPIENT
PEELE, EMMA 12714-350493	KURIYAKIN, ILYA 12224-489133	HOLMES, SHERLO 12714-350493	BOND, JAMES	BOND, JAMES 007 *N	NAME PATIENT ACCOUNT NUMBER
)CK	*MCC	*MCC	NUMBER
98310000200701 11/26/98	98310000200301 11/26/98	98310000300201	98310000103701 11/26/98	98310000400501 11/26/98	CRN STATUS DATE
99233	90828	99233	99233	99223	SERVICE CD/
08/24/98 08/26/98	08/24/98	08/09/98	08/10/98	08/09/98	DATES OF SERVICE
290.00 3.00	800.00 5.00	3.00.00	400.00	150.00 1.00	BILLED AMOUNT BILLED UNITS
3.00	5.00	3.00	5.00	1.00	ALLOWED UNITS
146.00	680.00 270.00- 410.00	222.00	72.00	29.00	
ALLOWED AMOUNT	ALLOWED AMOUNT OTHER INSURANCE NET PAID AMOUNT	ALLOWED AMOUNT NET PAID AMOUNT	ALLOWED AMOUNT	ALLOWED AMOUNT	
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TOTAL BILLED AMOUNT: TOTAL REMIT AMOUNT: 5 1,940.00 879.00

- PRICE EXPL(anation) codes listed on Processing Notes page
- determined (e.g., MCC = Medicare Coinsurance, MCD = Medicare Asterisk (*) before PRICE EXPL code shows how Allowed Amount was Deductible, AHA = MQD Allowed amount). A description of the codes is included on the last page.
- Allowed Amount listed first, followed by any deductions (e.g., other insurance)
- Last page of Paid Claims section lists totals

NUMBER OF CLAIMS: TOTAL BILLED AMOUNT:

6 831.00

Sample Remittance Advice – Denied Non-facility Claims

FI04W400 HAWAII DHS MED-QUEST DIVISION PMMIS NON-FACILITY REMITTANCE ADVICE - ACUTERUN: DENIED CLAIMS

RUN: 11/28/98

REPORT ID: FI04W4 PROGRAM ID: FI04L400

BILLING PROVIDER: SERVICE PROVIDER:

654321 654321

01

Provider Name Provider Name

H H H 999999999

HI ID RECI	PIE	NT NAME	PATIENT ACCOUNT NBR	CRN	SERVICE CD/	DATES OF SERVICE	BILLED AMOUNT	BILLED UNITS
A15116678 REASON CDS:	A15116678 H077.2	BONNEY, WILLIAM	BTK96007	98310000104401	90828	09/22/98	160.00	1.00
A12003210	≱1	2003210 CLANCY, IKE H094.1 L017.1 L019 1	96-007L	98310000100621	99245	09/17/98	96.00	1.00
A21110770 REASON CDS:	A21110770 : L017.1	EARP, WYATT 10/04/98	XXX96089	9831000020170	99233	09/02/98	255.00	3.00
A12345678 REASON CDS:	A12345678 L019.1	JANE, CALAMITY	ABC96027	98310000100211	99223	09/12/98	150.00	1.00
A12345678 REASON CDS:	A12345678	JANE, CALAMITY	ABC96027	98310000100222	99233	09/13/98	85.00	1.00
A12007007 REASON CDS:	A12007007 H094.1	BOND, JAMES	XXX96033	98310000100521	99233	09/15/98	85.00	1.00

- Explanations of denial REASON CDS listed on **Processing Notes page**
- Multiple denial reasons can be reported
- Last page of Denied Claims section lists totals

NUMBER OF CLAIMS:

TOTAL BILLED AMOUNT:

3 1,390.00 166.00

Sample Remittance Advice – Adjusted Non-facility Claims

REPORT ID: F104W400 HAWAII DHS MED-QUEST DIVISION PMMIS
PROGRAM ID: F104L400 NON-FACILITY REMITTANCE ADVICE - ACUTE
001549 ADJUSTED CLAIMS - INVOICE DATE: 11/28/98

BILLING PROVIDER: 654321 01 Provider Name SERVICE PROVIDER: 654321 01 Provider Name
TAX ID: 999999999

INVOICE NUMBER: CHECK NUMBER: PAYMENT DATE:

48746 10/01/98

A9800000000001

PAGE: 5 RUN: 11/28/98

TAX ID: 999999999 FORM TYPE: FORM 1500

HI ID RECIPIENT	NAME PATIENT ACCOUNT NUMBER	CRN STATUS DATE	SERVICE CD/ MODIFIER	DATES OF SERVICE	BILLED AMOUNT BILLED UNITS	ALLOWED UNITS		
A61743893 A61743893	HOLMES, SHERLOCK 12714-350493	98310000800701 11/26/98	99233	09/09/98 09/11/98	300.00	3.00	222.00	PREVIOUSLY PAID
PRICE EXPL:	мас *ана						74.00	NET PAID AMOUNT
A21742813 A21742813	KURIYAKIN, ILYA 12224-489133	98310000800601 11/26/98	90828	09/24/98 09/28/98	800.00 5.00	5.00	680.00 544.00-	ALLOWED AMOUNT (*) PREVIOUSLY PAID
PRICE EXPL:	SUB MAC	*АНА					136.00	NET PAID AMOUNT
A21742813 A21742813	PEELE, EMMA 12714-350493	983100001006201 99233 11/26/98	99233	09/24/98 09/26/98	290.00	3.00	146.00	ALLOWED AMOUNT (*) PREVIOUSLY PAID
PRICE EXPL:	SUB *MCC	*MCD					44.00-	NET PAID AMOUNT

- New Allowed Amount listed first
- Previously Paid Amount "backed out" as negative
- Net Paid Amount shows difference
- Net Paid Amount will be negative if adjusted Allowed Amount is less than original Allowed Amount
- Last page of Adjusted Claims section lists totals

TOTAL BILLED AMOUNT:

2 550.00 101.00

TOTAL RECOUPED AMOUNT: NUMBER OF CLAIMS:

Sample Remittance Advice – Voided Non-facility Claims

REPORT ID: FI04W400 PROGRAM ID: FI04L400 HAWAII DHS MED-QUEST DIVISION PMMIS NON-FACILITY REMITTANCE ADVICE - ACUTE VOIDED CLAIMS - INVOICE DATE: 11/28/98

PAGE: 6 RUN: 11/28/98

TAX ID: FORM TYPE:

A12007007 A12007007

PRICE EXPL:

SUB

*MCC

11/26/98

A12007007 A12007007 RECIPIENT HI ID BILLING PROVIDER: SERVICE PROVIDER:

PRICE EXPL: BOND, SUB NAME BOND, JAMES 007 PATIENT ACCOUNT NUMBER JAMES 999999999 FORM 1500 654321 654321 01 Provider Name Provider Name 98310000100805 11/26/98 STATUS DATE CRN 98310000103221 99233 99223 MODIFIER SERVICE CD/ 07/10/98 07/14/98 SERVICE DATES OF 07/09/98 BILLED AMOUNT BILLED UNITS 400.00 150.00 PAYMENT DATE: CHECK NUMBER: INVOICE NUMBER: ALLOWED STINU 1.00 5.00 A9800000000001 10/01/98

29.00-

ALLOWED AMOUNT

(*)

29.00-

NET PAID AMOUNT

72.00-72.00-

NET PAID AMOUNT

ALLOWED AMOUNT

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	e
	lew Allowed Amount listed first
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- Any previous deductions would be "backed out" as positive
- Net Paid Amount shows amount recouped
- Last page of Voided Claims section lists totals

TOTAL BILLED AMOUNT: NUMBER OF CLAIMS:

6 831.00

Sample Remittance Advice –Non-facility Claims in Process

PAGE: RUN: 11/28/98

REPORT ID: FI04W400 PROGRAM ID: FI04L400 HAWAII DHS MED-QUEST DIVISION PMMIS NON-FACILITY REMITTANCE ADVICE - ACUTE CLAIMS IN PROCESS

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654321 654321

Provider Name Provider Name

BILLING PROVIDER: SERVICE PROVIDER:

01

A12007007 A12345678 A21110770 A12003210 A15116678 A12345678 TAX ID: FORM TYPE: A12003210 A12007007 A12345678 A12345678 A21110770 A15116678 RECIPIENT 999999999 FORM 1500 NAME BOND, JANE, CALAMITY BONNEY, JANE, CALAMITY EARP, WYATT CLANCY, JAMES IKE WILLIAM ABC96027 ABC96027 96-007L BTK96007 XYX96033 XYX96089 PATIENT ACCOUNT NBR 98410000200802 98310000400801 98310000200801 9831000020170 98310000100901 98310000102301 CRN MODIFIER SERVICE CD/ 99233 99233 99233 99245 99223 90828 09/22/98 09/15/98 09/13/98 08/17/98 SERVICE 09/12/98 09/02/98 DATES OF BILLED AMOUNT 85.00 150.00 255.00 160.00 96.00 85.00 BILLED UNITS 1.00 1.00 1.00 1.00 3.00 . 00

not reached adjudicated status of Paid or Denied There is no STATUS DATE field because claims have

- Section includes claims reported as in process in previous Remittances
- Last page of Claims In Process section lists totals

Sample Remittance Advice – Processing Notes

HAWAII DHS MED-QUEST DIVISION PMMIS REMITTANCE ADVICE - PROCESSING NOTES

> PAGE:8 RUN:11/28/98

BILLING PROVIDER: 654321 01 Provider Name

REPORT ID: FI04W400 PROGRAM ID: FI04L400

TAX ID: 999999999

FORM TYPE: FORM 1500

NOTE

TYPE

DESCRIPTION

** PLEASE CALL PROVIDER SERVICES FOR FURTHER EXPLANATION OF ANY DESCRIPTION

PROVIDER SERVICES MAY BE REACHED AT (808) 952-5570 or 1-800-235-4378.

P MQD ALLOWED AMOUNT

AHA

H077.2 R SERVICE PROVIDER LOCATION CODE IS INVALID

H094.1 R PRIMARY DIAGNOSIS CODE FIELD IS NOT ON FILE

PRIMARY DIAGNOSIS CODE NOT COVERED FOR CONTRACT TYPE

H140.3

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L017.1 R PLACE OF SERVICE CODE IS MISSING

L019.1 R DIAGNOSIS REFERENCE CODE 31 IS MISSING

L067.1 R RECIPIENT HAS PART B; MEDICARE DATA MUST BE INDICATED, IS MISSING

MAX M MAXIMUM ALLOWED CHARGE/CAPPED FEE

MCC T MEDICARE COINSURANCE

MCD T MEDICARE DEDUCTIBLE

PDM M PER DIEM

SUB M SUBMITTED AMOUNT FROM CLAIM

- Remittance Advice Processing Notes is last section in package
- Alphabetical listing of processing note code descriptions (denial reasons, pricing methods, etc.)
- Each code listed only once even if applicable to multiple claims

NOTE TYPES: Z II PRICING METHOD, Ч П PRICING TYPE, Ħ П REASON CODE, T = IER, X = MODIFIER