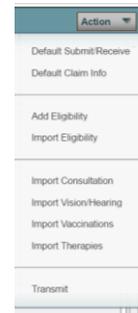


LA Professional Input Billing is a program that allows the user to claim records that can be filed to Medicaid.



Go to **Required Reporting, LA Professional Input Billing**

Enter **Setup** information: Year, District, Schools (700 for all schools), Billing Group is entered for you, the last one, but you can move to another billing group, if needed. After creating the Transmit file, the program automatically creates the next billing group for you.

Initial Items to complete/review before beginning claim records. The information is loaded on each student but can be changed if necessary for an individual. Go to **Action** button and click on the item:

Set Default Submit/Receive Values –

Submitter Information: enter Organization Name, Submitter ID#, Contact Name, Contact Phone, Contact Email, and Contact Fax.

Submitter Information: enter Organization Name as LOUISIANA MEDICAID and Receiver Code as LA-DHH-MEDICAID

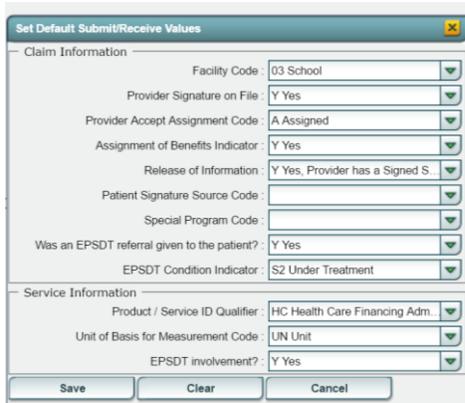
Submitter Information: enter Provider ID# (7-digit #), NPI# (10-digit #), Employer ID# (Tax #), Address Line 1, Address Line 2, City, State, Zip Code, V/H Site Code (001) **Save and Close**

Set Default Claim Info –

Claim Information: enter Facility Code, Provider Signature on File, Provider Accept Assignment Code, Assignment of Benefits Indicator, Release of Information, Parent Signature Source Code, Special Program Code, Was an EPSDT referral given to the patient, EPSDT Condition Indicator.

Service Information: enter Product/Service ID Qualifier, Unit of Basis for Measurement Code, EPSDT involvement.

Save and Close



Import Eligibility File – import Medicaid Eligibility file which is downloaded from DHH each month. Action, Import Eligibility and enter Eligibility Year, Eligibility Month then select file and click OK to import. A processing window appears indicating that the program is gathering data.



After the import process is completed, you will see a list of those that are not found in Student Master database. Medicaid Eligibility Import Errors will be displayed with errors – most are

those where SSN Not in Database. You can research these by printing and investigating on LAMedicaid.com, if necessary.

Add Eligibility – function to add Medicaid number to a student for a given month and year that is not found in the eligibility file but is Medicaid eligible after lookup on LAMedicaid.com. Click in the Student ID field to get a list of students and select the student. The student's ID and Name will be returned and you need to enter the Eligibility Year, Eligibility Month, and Medicaid Number. Then click the **Save Eligibility** button. [update pending]



Edit Eligibility Number – this function will allow you to change a Medicaid number that has been entered/imported incorrectly. Go to the Eligibility tab and find the student that needs their number updated. Make the change in the number and click in the Medicaid number field and make the change in the number. Click the **Save Eligibility** button.

Entering Claims

Go to the Claim Information tab.

Student Information: Select Date of Service, then select the student. The student's name is entered into the field and the student's Medicaid number appears to the right of the name.

Provider Information: Click in the Provider SSN field and find the provider's name from the list. If the provider is not listed, check with Human Resources. They can add the person and then they will appear in the list. The section is populated with the provider's information – SSN, Last Name, First Name, Middle Name and Suffix. Click on the Reference Identification Code to select the proper code for the provider.

Claim Information: the Claim Submitter's Identifier is populated by the program along with Total Claim Charges after you save this claim. The Facility Code through the EPSDT Condition Indicator fields are populated by the default settings indicated by Default Claim Info. If anything needs to be adjusted, do so now. If complete and correct, select Health Care Diagnosis Code 1 through Health Care Diagnosis Code 4. One code is required but more than one can be entered. To find the Diagnosis Code, click on the Heading "Value" and then start typing in the Search box to find the code. If searching for the description, simply click in the search box to find any word in the Description.

Service Information: The Date of Service and Product/Service ID Qualifier are already populated. Select the Product/Service ID. The Product/Service Modifier is entered here and is used in different situations.

Examples of a few:

1. If the Behavioral Health Product/Service ID is H0036, then a modifier of HN – bachelor's degree or HO – master's degree is used.
2. If more than one service is provided on the same day a modifier is needed – Speech Therapy and Occupational Therapy

Select the Health Care Diagnosis Code Reference Number which refers the claim info to which of the 4 diagnosis codes in the Claim Information is addressed in this claim. Enter the Quantity according to the Unit of Basis for Measurement Code given in the default claim info.

At this point you will need to click the **Save Service** button.

The claim will be added to the New Services section (not yet transmitted) and the All Services section (not yet transmitted and previously transmitted claims)

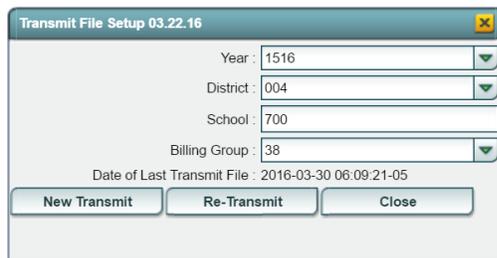
Continue adding claims for the same student and then complete all other student claims for this billing group.

View **All Claims** tab provides you with all claim information for the group, including a total of charges for the billing group.

Editing a Claim in a Billing Group - If a claim needs to be edited go to the Claim tab, click in the Student field and find the student that needs their claim changed. Go to the field that needs changing, make the change and click the Save Service button. A screen appears for (1) Update Existing, (2) New Service or (3) Cancel.

Upon completion of claims for this billing group, the next step is to create a transmit file.

Go to **Action** and click on **Transmit**. Enter the Year, District, School (700 for all schools) and Billing Group to transmit. Then select **New Transmit** if this is the first time you are transmitting this group. If you need to transmit this same group again at a later time, then select **Re-Transmit**. After the transmit or re-transmit is complete a list of students with errors will be provided for you to correct and then process/transmit again.



Printing Billing Group Summary – Action, Print Billing Summary is used to print the billing group summary to compare or reference when the weekly remittance advice reports are downloaded from lamedicaid.com.

The file is created and placed on the **JDrive**. [Make sure to contact your Security Coordinator to give you R/W access to JDrive] The file is placed in a folder Medicaid, then Medicaid Billing. Find the file and do a right click on it and select Download. The file opens in a window. Next right click on the file and select **Save As** and select where you want to save the file on your computer. Remember to rename your file according to directions from Molina – H500XXX.phy The Medicaid Eligibility is also stored on the JDrive.