

# 5010 Medicare Setup and Testing

Revised 1-5-12

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**NOTE: Please verify the following:**

- **Your Hi-Tech System is at Release 11.12 or later.**
- **You have downloaded Patches dates 2/20/12 or later.**

REMINDER: Hi-Tech Support does not consider 5010-related calls to be high priority.  
We may respond to routine support calls before we respond to a call related to 5010 testing issues.

### Update 5010 Profile Information

Please check your **Resident Accounting System** for the following: **Libraries > Facility > Accounting Profile:**

- On Screen 1, at **Zip Code**, please enter the Zip + 4. (Figure 1 below)
- On Screen 1, if **Address 1** is a PO or Lockbox, put the facility's *physical address* on **Screen 2** under **UB04 Billing Delivery Address**. See Figure 2 below.

Edit Facility Prof	
Company ID	01
Name	HI-TECH NURSING & REHAB
Address 1	POB 2150
Address 2	SKOWHEGAN ME
Zip Code	04976-2150

Figure 1: Screen 1 > Facility mailing address

UB04 Billing Delivery Address (FLN#2)	
Company Name	Hi-Tech Nursing & Rehab
Address	114 East Madison Road
City	Madison
State	ME
Zip	04950
Phone	207 474 7122

Figure 2: Screen 2 > Delivery Address

Where you record a resident's address, begin entering the Zip + 4 code (12345-1234)

For example, at **Admissions > Edit Medical Record > Contacts > Previous Address:**

Contacts		1132	Hannah Adams
Previous Address			
Address 1	135 MADISON AVENUE		
Address 2			
City	SKOWHEGAN	State	ME Zip 04976-1234

**NOTE:** At this time residents' zip codes are not critical for claims submissions. You can add this information on a *go-forward* basis as you update residents' records.

### Download the 999 and 277 Reader

To display 999 and 277 files, you must know your Hi-Tech Data directory.

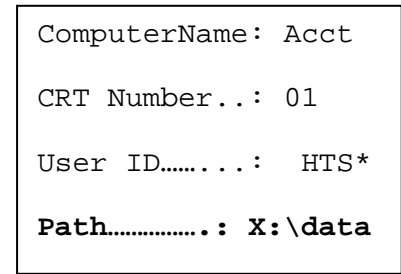
1. Display a Hi-Tech menu and press the **F1** key *on your keyboard* .
2. On the pop-up screen that displays, look for **Path**.  
(See Figure 3 on right.)
3. The letter X represents any Path location. If your Path data folder is X:\DATA, the Hi-Tech system will download the 999 and 277 files to X:\DATA\DOWNLOAD.  
NOTE: You will need to create the DOWNLOAD folder.

**IMPORTANT:** If you have already saved 999 and 277 files to a location *other than* X:\DATA\DOWNLOAD , and you want to continue using that location, define this location under **Libraries > Facility > Accounting Profile > Screen 2 > 277/999 Path**.

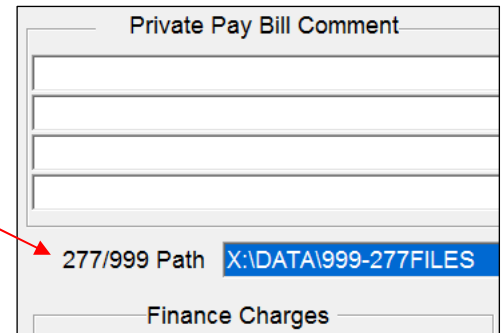
See Figure 4 on right.

**Leave this field *blank* if you want the Hi-Tech system to download 277/999 files to the default location: X:\DATA\DOWNLOAD .**

NOTE: If you do not see this field on screen 2, download Patches to get the newest program.



**Figure 3: Press F1 key to view your Data Path**



**Figure 4: Specify a 277/999 Path other than the Hi-Tech default path**



## Medicare 5010 File Testing

In Release 11.09 Hi-Tech provided the programs you need for 5010 billing. You can set up your 5010 profile, begin testing, and switch to 5010 billing.

To set up your 5010 profile, select **Resident Accounting > Libraries > Facility > 837 Profile**.

Insurance Id Number:

Enter 4 (Medicare A)

Type:  UB04

Version:  5010

Test Submission should be checked.

Click  twice and .

**Edit 837 Profile Data (Screen 1)**

Insurance Id Number

Type  UB04 (Institutional)  CMS 1500 (Professional)

Version  4010  5010

Test Submission

Begin testing at anytime, separately or at the same time as your 4010 billing. Hi-Tech will follow up in mid-November.

## Test Medicare 5010 Claims Submission

Send one file with Part A claims.

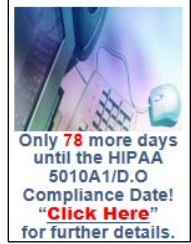
Send a second file with Part B claims.

1. Follow your typical billing procedures
2. When you **Create Electronic File**, choose **Version 5010**.
3. Submit the file as you usually do.
4. Wait for feedback.
  - a. The 999 report will indicate that the file was accepted or rejected.
  - b. If the file was accepted, you will receive a 277 report that lists accepted and rejected claims. This report should show no errors.

**Choose 837 File Version**

### Switch to 5010 Claims

5010 Countdown



Once you are satisfied with the test results, switch to 5010 claims.

- 1. Complete the **5010 Production Request Form** and fax to NHIC.

Obtain the form from the NHIC website [www.medicarenhic.com](http://www.medicarenhic.com).

Choose **J14MAC Part A** and accept the agreement.

On the right side of the screen, under the 5010 countdown, click **Click Here**.

Scroll down to **5010 EDI Forms** (near screen bottom).

Click EDI Trading Partner 5010 Production Request Form.

EDI 5010 Forms  
[EDI Trading Partner 5010 Production Request Form](#)

- 2. Print, complete and mail the form to the address provided on the form.

Call EDI at 877-386-1056 for help finding or completing the form.

You should get an email confirmation in 3 - 4 business days.

- 3. After EDI confirmation, select **Resident Accounting > Libraries > Facility > 837 Profile**.

- a. Insurance Id Number: Enter 4 (Medicare A)

Type:  UB04 (Institutional)

Version:  4010

At the bottom of the screen check  Inactive.

Click **OK** twice to return to Screen 1.

- b. Insurance Id Number: Enter 4 (Medicare A)

Type:  UB04 (Institutional)

Version:  5010

Uncheck  Test Submission.

Click **OK** twice and then **End**.

NOTE: After this change, when you **Create Electronic Claims** for Medicare A and B, you will no longer choose Version 4010 or Version 5010. The program will create all Medicare files in the 5010 format.

- 4. Send one or two live claims to Medicare before submitting your entire batch.