



**Hi-Tech Software Solutions**

# **MIHMS Billing**

Designed for: 1500 Exception Billing

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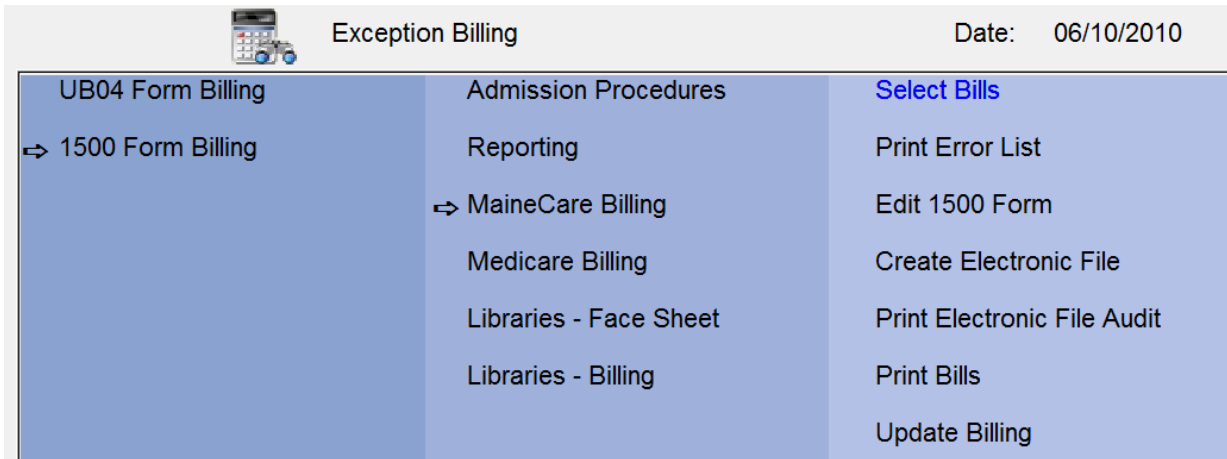
## 1500 Exception Billing Scenarios

<p>Exception Billing &gt; 1500 Form Billing</p> <p><b>Create a Test File</b></p> <p>See Page 4</p>	<p>Exception Billing &gt; 1500 Form Billing</p> <p><b>Create a Live File</b> <i>before 9/1</i></p> <p>See Page 4</p>	<p>Exception Billing &gt; 1500 Form Billing</p> <p><b>Create a Live File</b> <i>on and after 9/1</i></p> <p>See Page 4</p>
<p><b>MaineCare Billing:</b></p> <p><b>Select Bills:</b></p> <p>Use billing dates that have already been billed.</p> <p>At "Is this a MIHMS Test Claim?" Choose file type.</p> <p><b>Edit 1500 Form</b></p> <p>Examine new fields</p> <p><b>Create Electronic File</b></p> <p>File name = <b>NH837P.001</b></p> <p><b>Print Electronic Audits</b></p> <p>Go to MIHMS submission site and browse for file. Submit Bills</p> <p><b>Update Billing</b></p>	<p><b>Billing &gt; Medicaid:</b></p> <p><b>Edit Resident Data</b> (any billing exceptions)</p> <p><b>Select Bills</b></p> <p><b>Edit UB Form</b> (optional)</p> <p><b>Print Error List</b></p> <p><b>Create Electronic File</b></p> <p><b>Print Electronic Audits</b></p> <p><b>Print Bills</b> (optional)</p> <p>Submit bills through <i>FileZilla</i>.</p> <p><b>Update Billing</b></p>	<p><b>Billing &gt; Medicaid</b></p> <p><b>Edit Resident Data</b> (any billing exceptions)</p> <p><b>Select Bills</b></p> <p><b>Edit UB Form</b> (optional)</p> <p><b>Create Electronic File</b></p> <p><b>Print Electronic Audits</b></p> <p><b>Print Bills</b> (optional)</p> <p>Submit bills: Go to MIHMS submission site and browse for file <b>NH837.001</b>. Submit bills.</p> <p><b>Update Billing</b></p>

REMINDER: Always submit the bills *before* you **Update Billing**

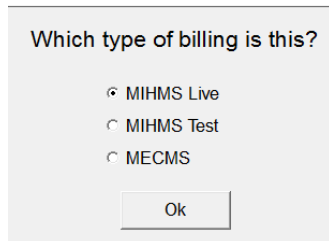
## Prepare to Create and Submit a MIHMS Live File for Service Dates after 9/1/10

**Exception Billing > 1500 Form Billing > MaineCare Billing:**

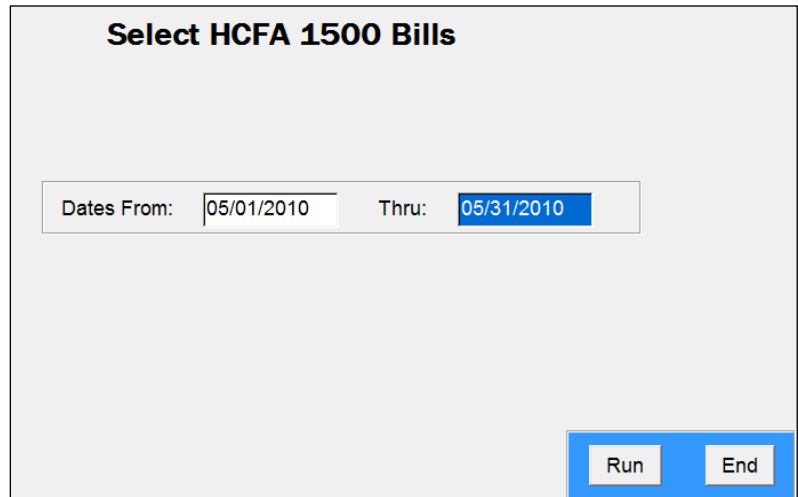


### Select Bills

If you enter **Dates From:** **Thru:** date ranges *before* 09/01/2010, the program will ask if you "Which type of billing is this?"



- To create a *non*-MIHMS, 6.0 format claim file, click **MECMS**.
- To create a **test claim for MIHMS**. Click **MIHMS Test**.  
As the file is created, the MIHMS Billing Extract window will be displayed (on right).
- To create a **Live file for MIHMS before 9/1/10** click **MIHMS Live**.  
*After 9/1/10*, the program will not display this question. The program will automatically create a file that can be submitted to MIHMS.



NOTE: If you select billing and leave the date range blank, the display will prompt for which type of file you are creating.

On Page 10 see **After 9/1: How to Process Pre-MIHMS Claims** for instructions on submitting non-MIHMS claims after 9/1.

## **Edit 1500 Form**

Use this program to make any necessary changes to the MaineCare bills before you submit them.

## **Print the Error List**

### **Create Electronic File:**

For 1500 billing the file is called **NH837P.001**.

You will need to know the name and location of this file when you submit to MIHMS.

### **Print Electronic File Audits**

When error-free you can submit the file.

### **Print Bills (optional)**

### Submit the file via MIHMS Submission Process:

Go to <https://mainecare.maine.gov>.

On the Welcome screen click **Provider** tab.

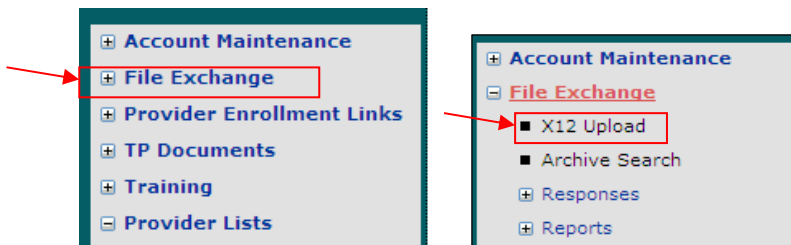
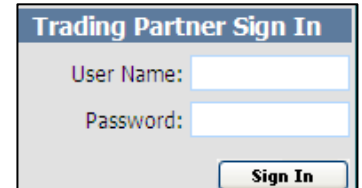
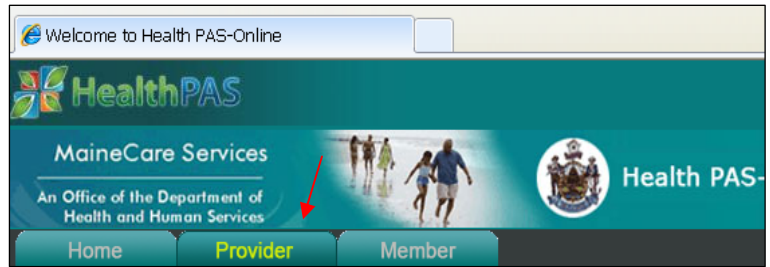
Enter **User Name** and **Password**.

Click **Sign In**.

On the left hand side of the screen click **File Exchange**.

Under **File Exchange**, click **X12 Upload**

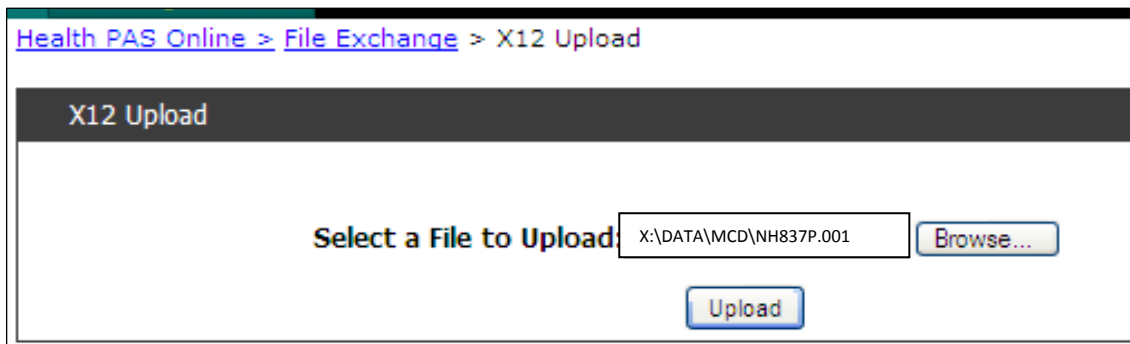
On the **X12 Upload** screen, click the **Browse** button.



In your DATA directory, look for the MCD folder and select the file you want to upload.

Example: X:\DATA\MCD\NH837.001 (or NH837P.001 for a 1500 file).

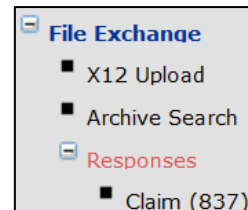
When you have selected the file, click **Upload**.



You should receive a message that the file was successfully uploaded.

To view status of the submitted file, select **+Responses** > Claim (837).

See sample screens on the next page.



Note two screens: one without a BRR and one with a BRR.

Total 1 records returned.								
Submission File Name	Submission Date	ICN	Usage Indicator	TA1	997	824	BRR	Action
NH837.001-225560	7/1/2010 12:27:43 PM	000004016	T	<a href="#">13736</a>	<a href="#">13737</a>			Download All...

Total 1 records returned.								
Submission File Name	Submission Date	ICN	Usage Indicator	TA1	997	824	BRR	Action
NH837.001-225770	7/1/2010 1:29:22 PM	000004013	T	<a href="#">13797</a>	<a href="#">13800</a>		<a href="#">13798</a>	Download All...

To log out, select **Sign Out** in the right-hand corner



## Update Billing

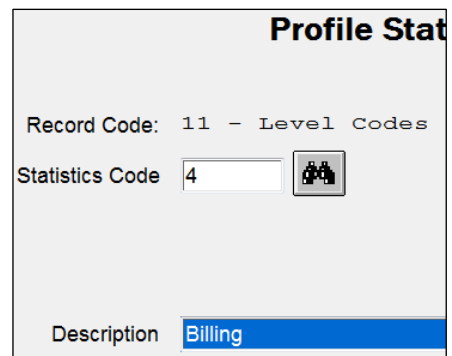
## Set up Files for MIHMS Billing

Before creating Test and Live files, you should have *already done* the following:

- Open a Trading Partner Portal Account for MIHMS.
- Complete account activation steps in the following email message from [No.Reply@unisys.com](mailto:No.Reply@unisys.com).

Welcome to Maine Integrated Health Management Solution (MIHMS)  
Trading Partner Portal.  
Recently, you opened a Trading Partner Portal account. Please click  
on the following link to activate your account:  
<https://mainecare.maine.gov/TradingPartnerAccountActivation.aspx?Activat>

- When you activate your account, you receive your Activation PIN and Trading Partner ID. Have your Activation PIN and Trading Partner ID ready when you receive set-up assistance from Hi-Tech. (Contact [Mainecare.support@unisys.com](mailto:Mainecare.support@unisys.com) for assistance.)
- Verify that all Primary Physicians have been assigned an NPI number and a Taxonomy Code through **Libraries > Face Sheet > Physicians.**
- Install Release 10.05 from the Hi-Tech website when it is available.
- Verify Company Header: Taxonomy Codes and NPI numbers through **Exception Billing > 1500 Form Billing > Libraries-Billing > Facility Profile**
  - Verify IRS Number (9 digits)
  - Verify NPI Number (10 digits)
- Create Level 4 Code through **Exception Billing > 1500 Form Billing > Libraries-Face Sheet > Statistics** (see screen on right)  
Choose **11 – Level Codes**. Click **Ok**.  
Statistics Code: enter the number 4.  
Description: enter a description of this level for your facility.  
Click **Ok**.
- Verify 837 Profile for Insurance 1 level 4.  
**Resident Accounting > Libraries > Facility > 837 Profile**  
**Exception Billing > 1500 Form Billing > Libraries-Billing > 837 Profile**
  - From The Trading Partner Agreement enter the METPID: (6 numbers) at Submitter ID:  
Also enter the Submitter Contact Name, Telephone Number, Extension, Fax Number, Email address .
  - On screen 2 enter the Sender IC ID and the Sender Applic. Code.  
See the screen images on the next page.



### Edit 837 Profile Data (Screen 1)

Insurance Id Number  ME\_MMIS\_4UNISYS  
Level Number  TEST LEVEL  Test Submission

Element Separator  Component Separator  Segment Terminator  Responsible Agency Code

Transaction Set Ctrl No  ST02 (Header), SE02/2430 (Trailer)  
Application Tran ID  BHT03 (Header)  
Version Release Code  GS08 (Header), REF02 (Header)

Submitter Id Number   
Submitter Contact Name   
Telephone Number   
Extension   
Fax Number   
E-Mail  Not in 837

Complete these items for Insurance 1 Levels 2 and 4 for 1500 claims.

### Edit 837 Profile Data (Screen 2)

Insurance Id Number  ME\_MMIS\_4UNISYS  
Level Number  TEST LEVEL

Authorization Code  ISA01 (Header) Security Code  ISA03 (Header)  
Authorization Information  ISA02 (Header) Security Information  ISA04 (Header)

Sender IC ID Qual  ISA05 (Header)  
Sender IC ID  ISA06 (Header)  
Sender IC Control No  ISA13 (Header), IEA02 (Trailer)  
Sender Req IC Ack  ISA14 (Header)  
Sender Applic. Code  GS02 (Header)  
Sender Group Ctrl No  GS06 (Header)

Receiver Id  GS03 (Header), NM109/1000E  
Receiver Name  NM103/1000E  
Receiver IC ID Qual  ISA07 (Header)  
Receiver IC ID  ISA08 (Header)

Accept MCR Assignment  CLM07  
Signature on File  CLM06

## Testing Process Notes

After three test submissions are approved, notify Hi-Tech. You can then uncheck Test Submission in the 837 Profile for Insurance ID 1 Level 2 (and Level 4 for 1500 billing). Select:

**Resident Accounting >Libraries > Facility > 837 Profile**

or

**Exception Billing > UB04 Form > Libraries-Billing > 837 Profile**

### Edit 837 Profile Data (Screen 1)



## After 9/1: How to Process Pre-MIHMS Claims

- The current MaineCare billing system will remain open for 6 months to resolve pre-MIHMS billing issues.
- Continue to submit live claims, adjustments, and voids for service dates prior to 9/1 through FILEZILLA
- Work with the State to resolve old claims.
- When these 6 months end, you must submit old claims on paper.

## Other Important Notes

- The current Payment schedule continues.  
Claims submitted by Thursday at 5pm will be scheduled for payment the following week.
- Therapy will be billed by HCPC code and in detail. Work with your therapy company to verify that detail is included in any import files for services 9/1 and after.
- Once a month billing effective with service dates effective 9/1/10. (if cost of care applies, or specific authorization applies for a shorter period)
- You must reapply for EFT agreement for the MIHMS System.

## ***Call the State for Assistance***

**Molina (formerly Unisys) 866-690-5585**

For assistance with:

- Member eligibility (7/6/2010)
- MIHMS
- Provider Maintenance
- Tech Support
- Prior authorization (7/6/2010)