



Single Claim Entry
3-29-2016

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The AS AIS Single Claim Entry system has been designed to bill for one client and/or Medicaid pregnant client. Once a claim has been submitted, the claim is handled exactly the same as a claim that has been submitted either through an 837 billing file or has been direct entered through the UI in AS AIS. No matter how a claim is submitted, it passes through all of the same adjudication rules and processing steps.

From Home page (My AS AIS):

The screenshot shows the 'My AS AIS' home page. At the top, there is a navigation bar with 'Welcome [redacted] Assess/Methadone', 'My AS AIS', 'Sign Out', and a 'Role' dropdown menu set to 'SA Finance' with a 'GO' button. A red arrow points to this role dropdown, labeled with a box containing the number '2'. Below the navigation bar is a 'Quick Search' section with input fields for 'Clients' and 'AS AIS ID', a 'GO' button, and a 'Participating' checkbox. Below this is a tabbed interface with 'MY AS AIS' selected. The main content area is divided into four columns: 'CLIENTS' (with 'Alert Notes' and 'Episode List'), 'PROVIDERS', 'SCREENINGS' (with 'Inquiry by Disposition', 'Inquiry by Status', and 'My Inquiry Ticklers'), and 'TASKS' (with 'My Claims' and 'My Files'). A red arrow points to the 'Single Claim Entry' option under 'My Claims', labeled with a box containing the number '3'.

1. Log into AS AIS		
2. Role	Home Page	Verify Role = SA Finance – if not change role then select GO.
3. Single Claim Entry	Home Page	Select Single Claim Entry

Single Claim Entry

File - Submit Single Claim Entry - Spell Check - Submit & Add Another Single Claim Entry - Print - Close Single Claim Entry

Vendor/Provider Information

Submitting Provider * Details

Service Type *

Vendor No *

Agency *

Claim Format

Paper Claim? ☐

Client Information

ASAS ID * X

Medicaid ID *

Last Name *

File - Submit Single Claim Entry - Spell Check - Submit & Add Another Single Claim Entry - Print - Close Single Claim Entry

Vendor/Provider Information		Client Information	
Submitting Provider *	<input type="text"/> Details	ASAIS ID *	<input type="text"/>
Service Type *	SA	Medicaid ID *	
Vendor No *		Last Name *	
Agency *			

[illegible]

4. Client Information based on ASAIS #		If you know the ASAIS number – enter the number hit <TAB> key
5. Client information based on Name		If you don't know your ASAIS number click on the eclipse box
6. Window will display	SA	Enter Client's last name, select the Search button
		•

7. Click on the client.

Filters

Last name

Begins With

AND

First name

Begins With

AND

SSN

Begins With

AND

Last name

+

Search

Reset

1 Client Search record(s) returned - now viewing 1 through 1

Last Name ▲	First Name	DOB	SSN	Medicaid ID	Fund Code
					SA

<< First

< Previous

Retrieve

50

Records At A Time

Next >

Last >>

7

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8. Client's demographic information will populate into Client information fields.
9. If the client's diagnosis record is set to Complete the latest primary diagnosis will automatically populate on Diagnosis 1 field.

** NOTE for client that is Medicaid and eligibility is Pregnant, see Page 9.

10. Enter the Start Date then hit your <TAB> key. ASAIS will automatically populate the end date.
11. Click on the eclipse button to get list of service codes.
12. Select the service code.

File Welcome, [redacted] Assess/Methadone Single Claim Entry
3/29/2016 2:21 PM

File Submit Single Claim Entry Spell Check Submit & Add Another Single Claim Entry Print Close Single Claim Entry

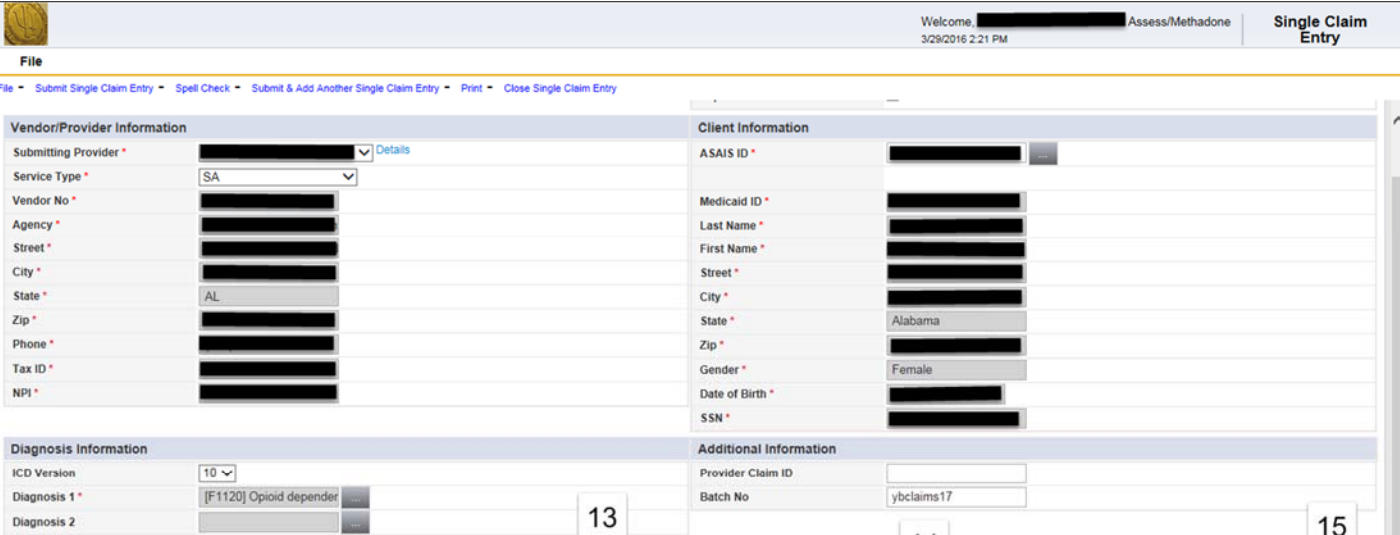
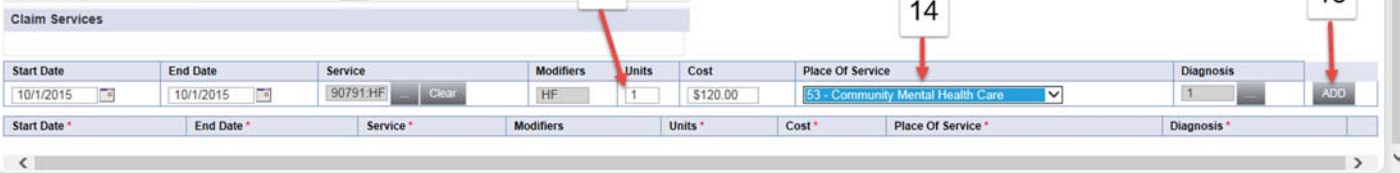
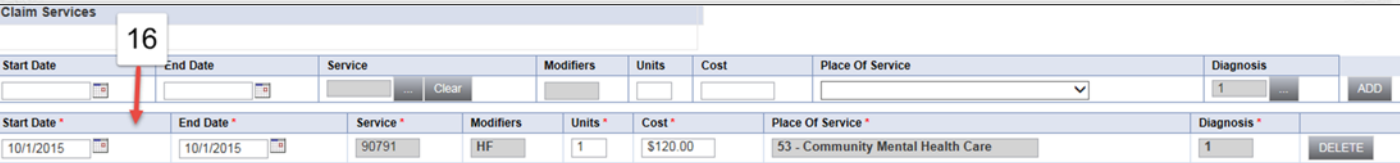
Vendor/Provider Information				Client Information			
Submitting Provider *	[redacted]	Details		ASAIS ID *	[redacted]		8
Service Type *	SA			Medicaid ID *	[redacted]		
Vendor No *	[redacted]			Last Name *	[redacted]		
Agency *	[redacted]			First Name *	[redacted]		
Street *	[redacted]			Street *	[redacted]		
City *	[redacted]			City *	[redacted]		
State *	AL			State *	Alabama		
Zip *	[redacted]			Zip *	[redacted]		
Phone *	[redacted]			Gender *	Female		
Tax ID *	[redacted]			Date of Birth *	[redacted]		
NPI *	[redacted]			SSN *	[redacted]		

Diagnosis Information				Additional Information			
ICD Version	10			Provider Claim ID	[redacted]		
Diagnosis 1 *	[F1120] Opioid dependent		9	Batch No	ybclaims17		
Diagnosis 2 *	[redacted]						

Claim Services							
Start Date	End Date	Service	Modifiers	Units	Cost	Place Of Service	Diagnosis
10/01/2015	10/01/2015	[redacted]					1
Start Date *	End Date *	Service *	Modifiers	Units *	Cost *	Place Of Service *	Diagnosis *

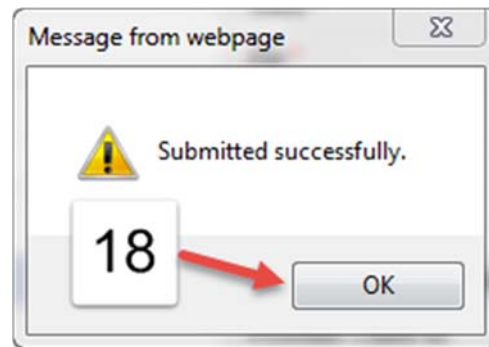
12 By: Service Type Search Text: Search Cancel

ServiceID	ServiceCode	SecondaryCode	Service	UnitCost	UnitType	EffectiveDate	EndDate	VServiceID	MaxAuth	Used	Remaining
3386	90791:HF	90791	Intake Evaluation - Adult Assessment	25.00	Session	01/01/2015		54710	0	0	0
3619	H0020:HF	H0020	Methadone Treatment	11.31	Day	01/01/2015		54708	0	0	0

<p>13. Enter the number of units then hit <TAB> key, ASAIS will automatically populate the cost.</p>	
<p>14. Place of service (POC) I recommend at this time to use 53 – Community Mental Health Care especially for Medicaid clients.</p>	
<p>15. Select the Add button at the end of the service line.</p>	
<p>16. ASAIS will drop the claim below the claim service line. You can enter another claim for this client.</p>	

17. If you completed entering claims for this client select either Submit Single Claim Entry or if you have other clients you want to bill for select Submit & Add Another Single Claim Entry.
18. Window will pop up Submitted successfully. Select OK.)
19. Go Claims chapter to review any claims that denied.

Start Date	End Date	Service	Modifiers	Units	Cost	Place Of Service	Diagnosis	
10/1/2015	10/1/2015	90791	HF	1	\$120.00	53 - Community Mental Health Care	1	DELETE
10/2/2015	10/2/2015	H0020	HF	1	\$11.31	53 - Community Mental Health Care	1	DELETE



<p>20. Select the eclipse box on Diagnosis 2</p>	<h2 style="text-align: center;">Medicaid Pregnant Single Claim Entry</h2> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: right;"> Welcome [Redacted] Assess/Methadone 3/29/2016 3:04 PM </div> <div>Single Claim Entry</div> </div> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> File File - Submit Single Claim Entry - Spell Check - Submit & Add Another Single Claim Entry - Print - Close Single Claim Entry </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <h3>Vendor/Provider Information</h3> <p>Submitting Provider * [Redacted] Details</p> <p>Service Type * SA</p> <p>Vendor No * [Redacted]</p> <p>Agency * [Redacted]</p> <p>Street * [Redacted]</p> <p>City * [Redacted]</p> <p>State * AL</p> <p>Zip * [Redacted]</p> <p>Phone * [Redacted]</p> <p>Tax ID * [Redacted]</p> <p>NPI * [Redacted]</p> </div> <div style="width: 48%;"> <h3>Client Information</h3> <p>ASAIS ID * [Redacted]</p> <p>Medicaid ID * [Redacted]</p> <p>Last Name * [Redacted]</p> <p>First Name * [Redacted]</p> <p>Street * [Redacted]</p> <p>City * [Redacted]</p> <p>State * Alabama</p> <p>Zip * [Redacted]</p> <p>Gender * Female</p> <p>Date of Birth * [Redacted]</p> <p>SSN * [Redacted]</p> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 48%;"> <h3>Diagnosis Information</h3> <p>ICD Version 10</p> <p>Diagnosis 1 * [F1120] Opioid dependence</p> <p>Diagnosis 2 * [Redacted] Eclipse Box 20</p> </div> <div style="width: 48%;"> <h3>Additional Information</h3> <p>Provider Claim ID [Redacted]</p> <p>Batch No MCD preg</p> </div> </div> <div style="margin-top: 10px;"> <h3>Claim Services</h3> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Start Date</th> <th>End Date</th> <th>Service</th> <th>Modifiers</th> <th>Units</th> <th>Cost</th> <th>Place Of Service</th> <th>Diagnosis</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>1</td> </tr> </tbody> </table> </div>	Start Date	End Date	Service	Modifiers	Units	Cost	Place Of Service	Diagnosis								1		
Start Date	End Date	Service	Modifiers	Units	Cost	Place Of Service	Diagnosis												
							1												
<p>21. Diagnosis window will display. Enter Z33.1 in search text field, select Search. Diagnosis will display select the diagnosis.</p>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Search By: Diagnosis Code Search Text: Z33.1 21 Search Clear Cancel</p> </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>DiagCode</th> <th>Description</th> <th>Axis</th> <th>Category</th> <th>Class</th> <th>Active</th> <th>SecCode</th> <th>ID</th> <th>ICD Type</th> </tr> </thead> <tbody> <tr> <td>Z33.1</td> <td>Pregnant State, Incidental</td> <td>1</td> <td></td> <td></td> <td>Yes</td> <td>Z331</td> <td>92577</td> <td>10</td> </tr> </tbody> </table>	DiagCode	Description	Axis	Category	Class	Active	SecCode	ID	ICD Type	Z33.1	Pregnant State, Incidental	1			Yes	Z331	92577	10
DiagCode	Description	Axis	Category	Class	Active	SecCode	ID	ICD Type											
Z33.1	Pregnant State, Incidental	1			Yes	Z331	92577	10											

22. Follow steps 10 thru 14

23. Select the eclipse box on claim service line under Diagnosis.

24. Click in both boxes to put a check mark.

25. Select the Save button.

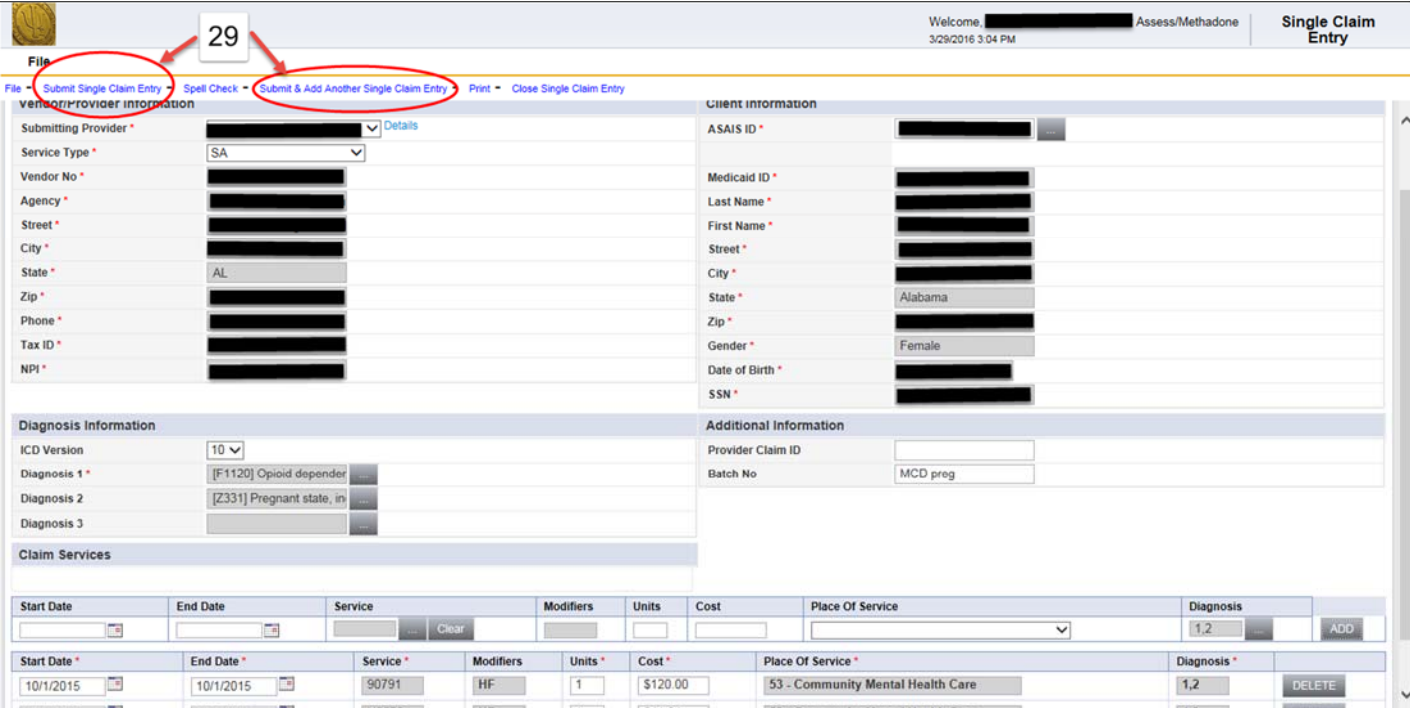
26. Note – the diagnosis service line has 1,2.

27. Select the Add button.

The screenshot shows the 'Single Claim Entry' form. The 'Claim Services' section contains a table with the following data:

Start Date	End Date	Service	Modifiers	Units	Cost	Place Of Service	Diagnosis	
10/1/2015	10/1/2015	90791.HF	HF	1	\$120.00	53 - Community Mental Health Care	1,2	ADD

Annotations: A red circle highlights the 'Diagnosis' column for the first row, with a red arrow pointing to it from a box labeled '26'. Another red arrow points from a box labeled '27' to the 'ADD' button at the end of the row.

<p>28. Continue adding claims and selecting the Add button after each line. Once you set the diagnosis 2 it will populate on each claim line.</p> <p>29. When completed either select Submit Single Claim Entry or if you have more claims to enter for other clients select Submit & Add Another Single Claim Entry.</p>	
<p>30. You will receive message Submitted successfully, select OK.</p> <p>Go Claims chapter to review any claims that denied.</p>	