Single Claim Entry
3-29-2016

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Single Claim for Medicaid Pregnancy 9

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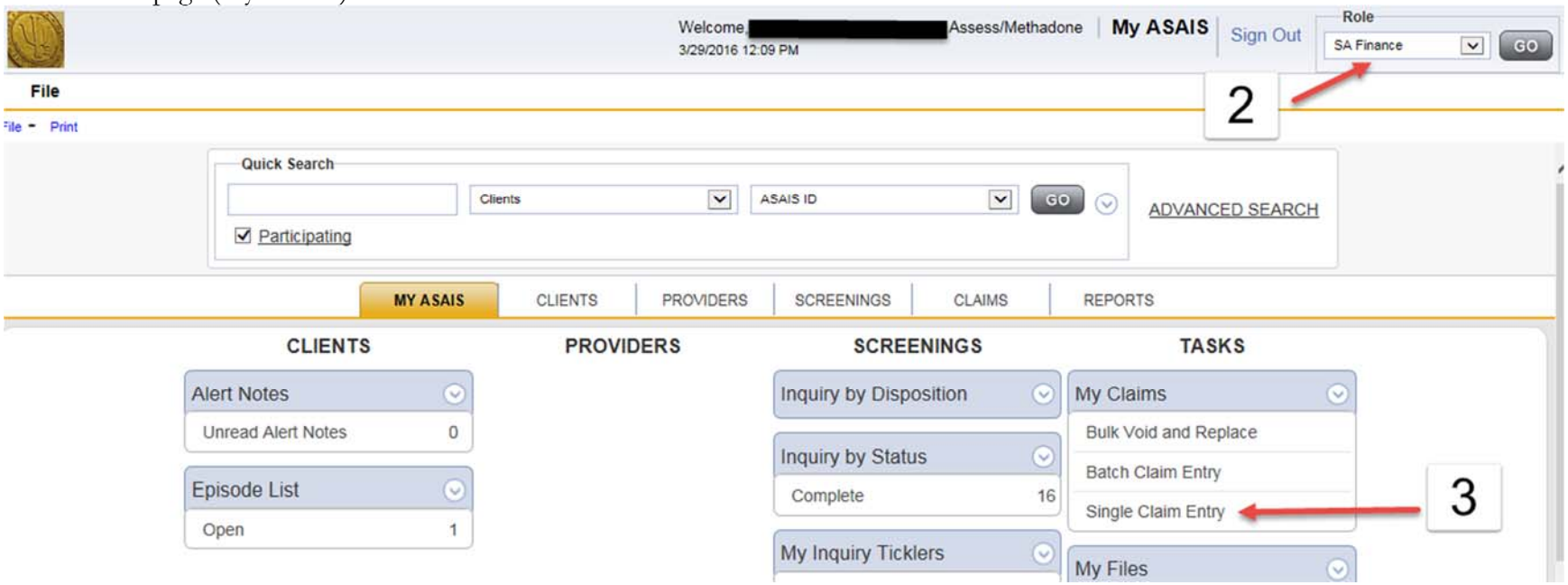
The ASAIS Single Claim Entry system has been designed to bill for one client and/or Medicaid pregnant client. Once a claim has been submitted, the claim is handled exactly the same as a claim that has been submitted either through an 837 billing file or has been direct entered through the UI in ASAIS.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

From Home page (My ASAIS):



1. Log into ASAIS		
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

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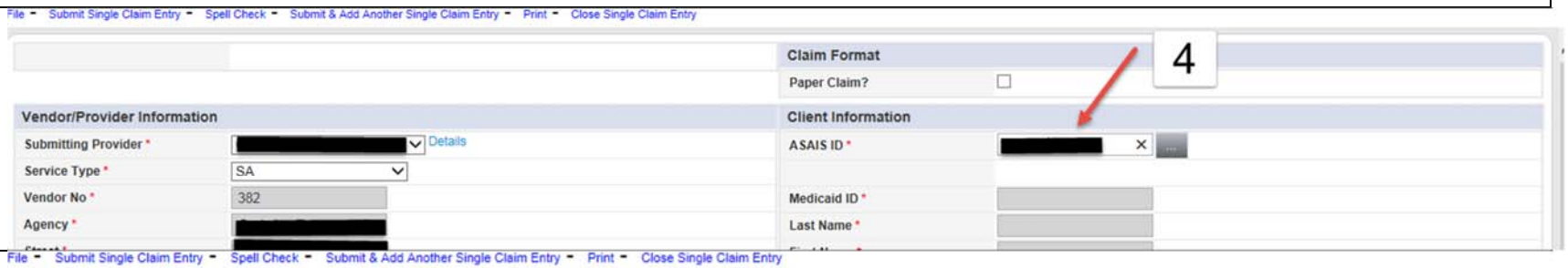
Single Claim Entry



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
		•

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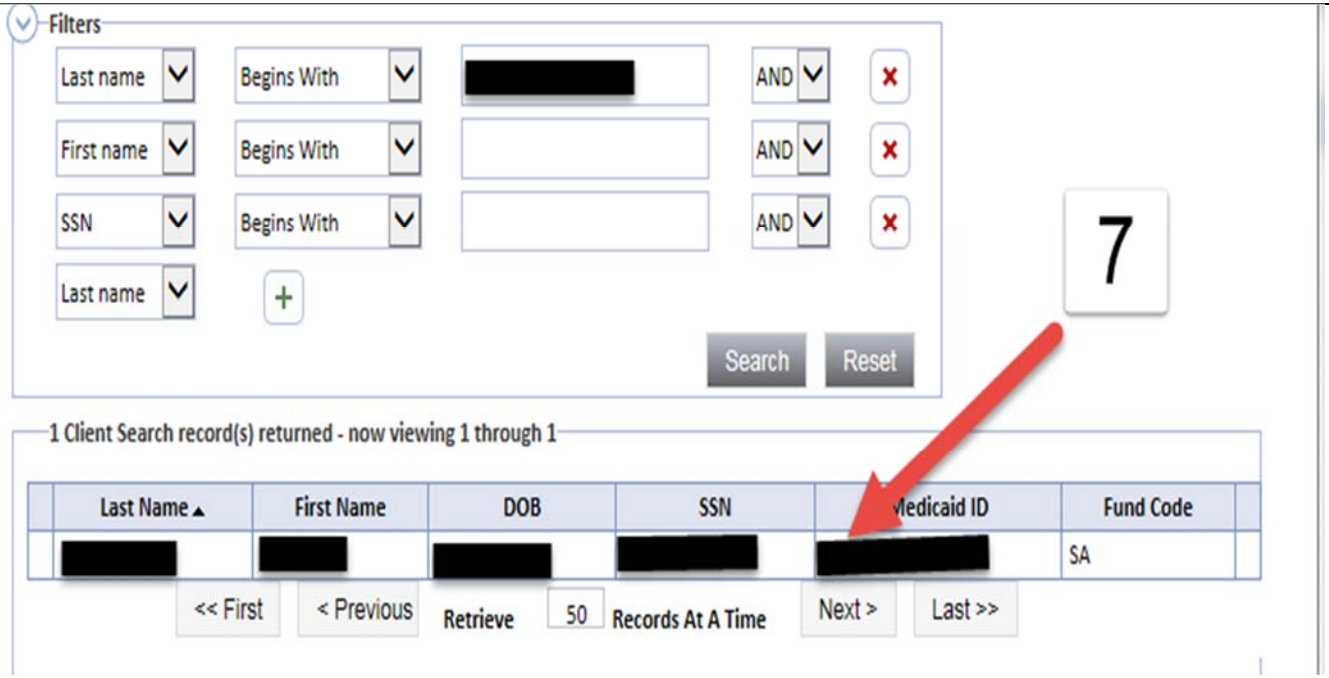
7. Click on the client.	

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8. Client's demographic information will populate into Client information fields.

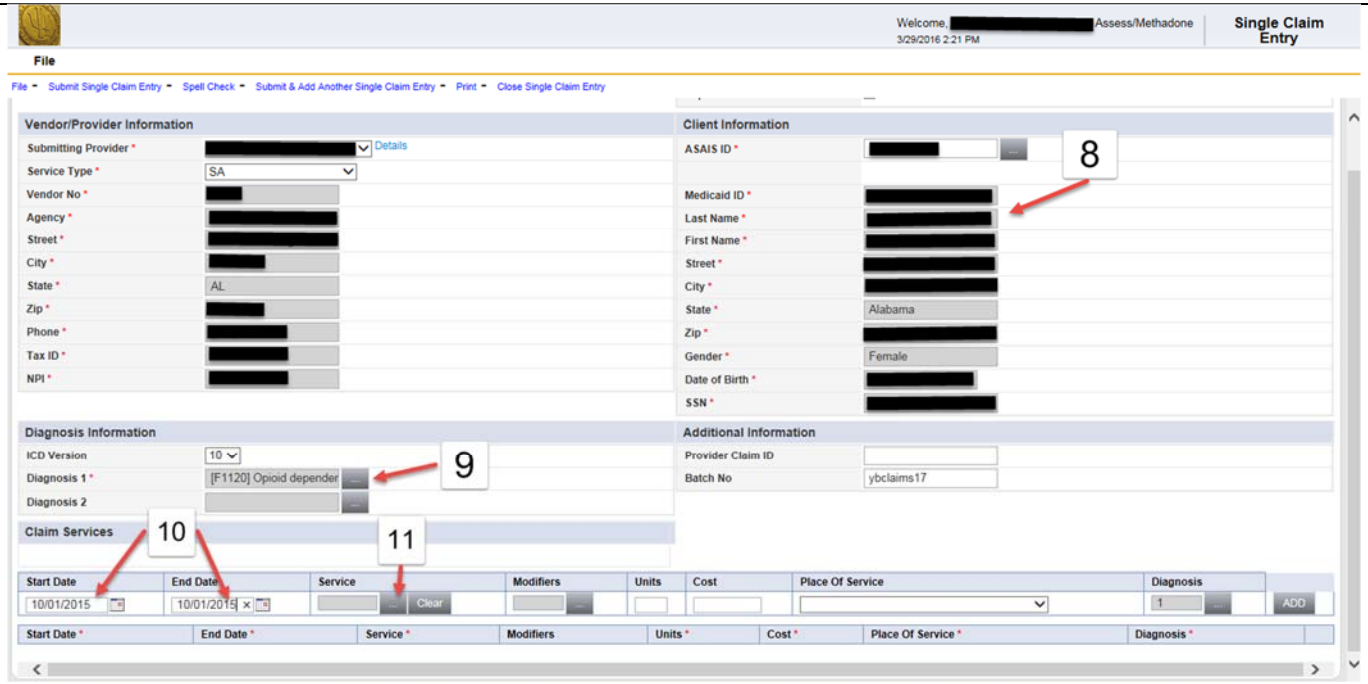
9. If the client's diagnosis record is set to Complete the latest primary diagnosis will automatically populate on Diagnosis 1 field.

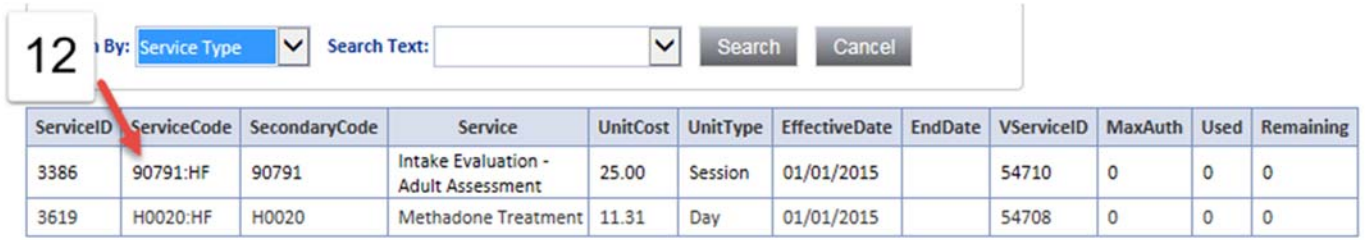
** NOTE for client that is Medicaid and eligibility is Pregnant, see Page 9.

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.





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

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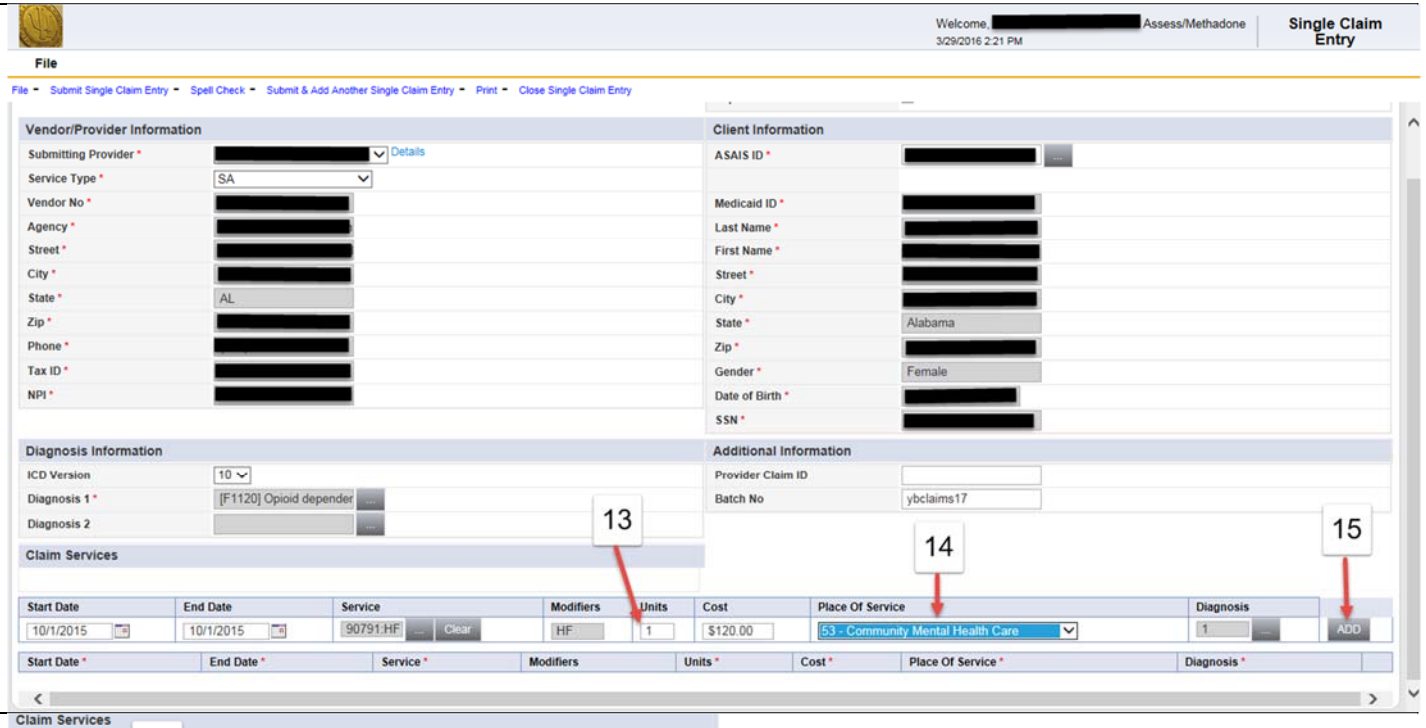
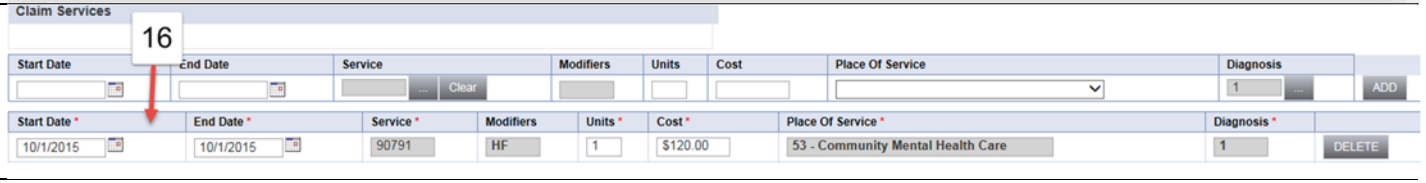
13. Enter the number of units then hit <TAB> key, ASAIS will automatically populate the cost.

14. Place of service (POC) I recommend at this time to use 53 – Community Mental Health Care especially for Medicaid clients.

15. Select the Add button at the end of the service line.



16. ASAIS will drop the claim below the claim service line. You can enter another claim for this client.



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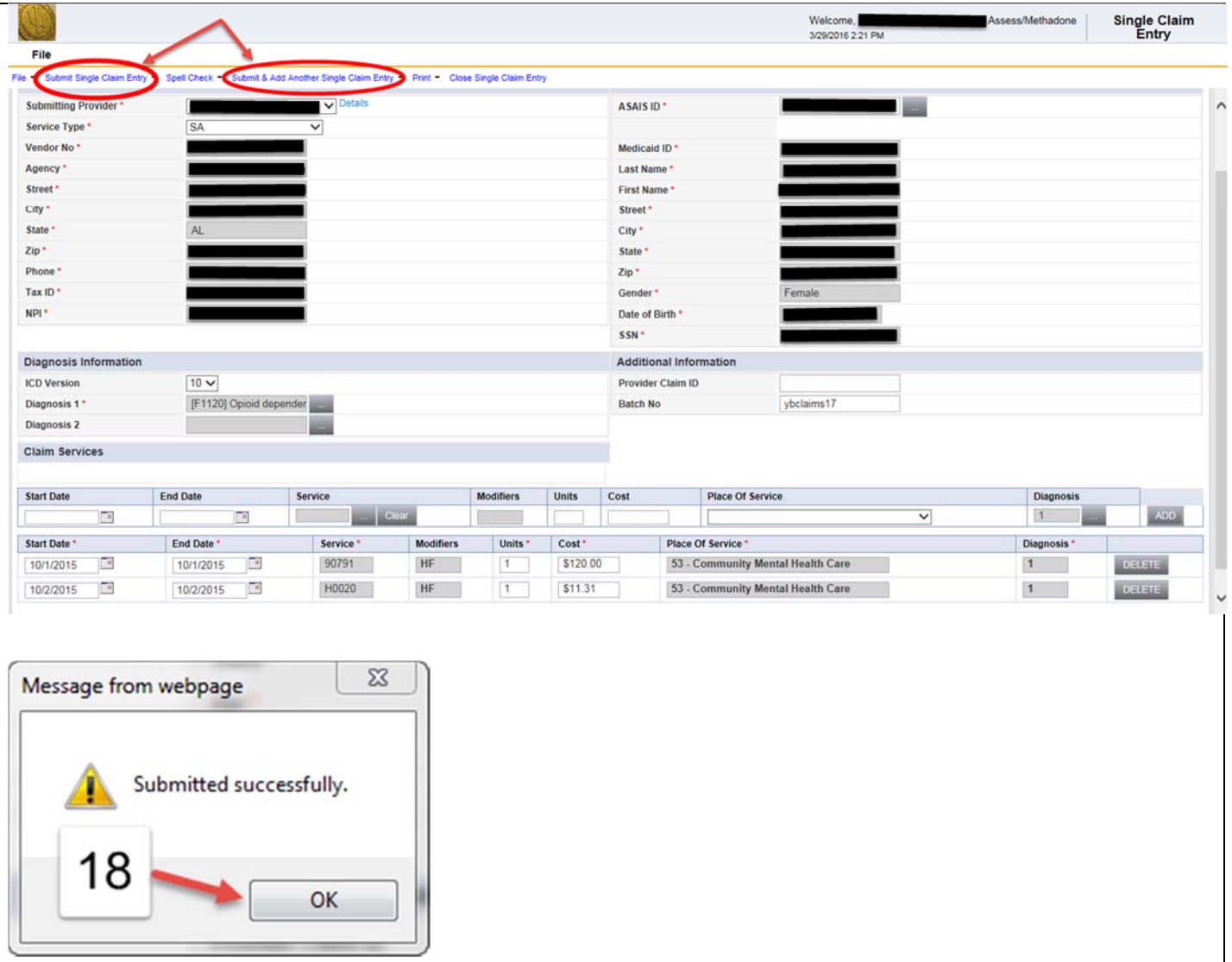
17. If you completed entering claims for this client select either Submit Single Claim Entry or if you have other clients you want to bill for select Submit & Add Another Single Claim Entry.

18. Window will pop up Submitted successfully. Select OK.)

19. Go Claims chapter to review any claims that denied.



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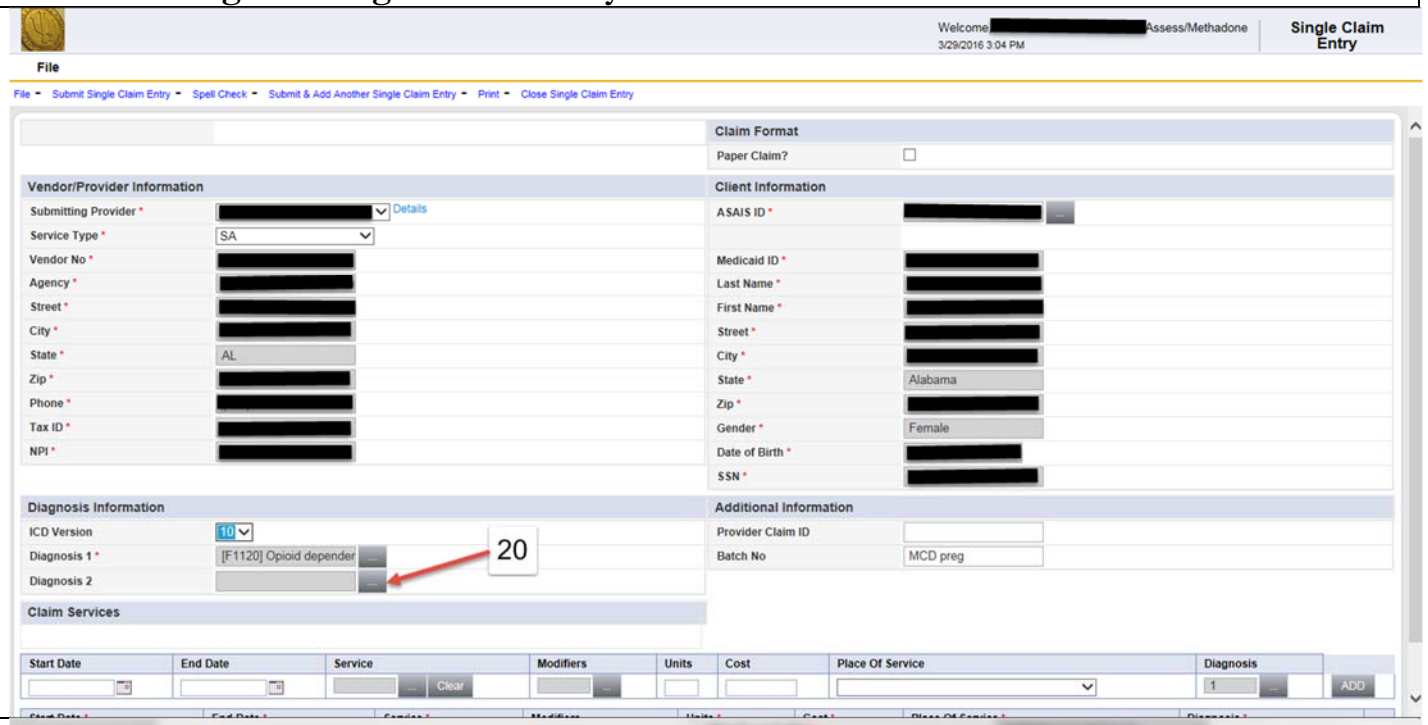
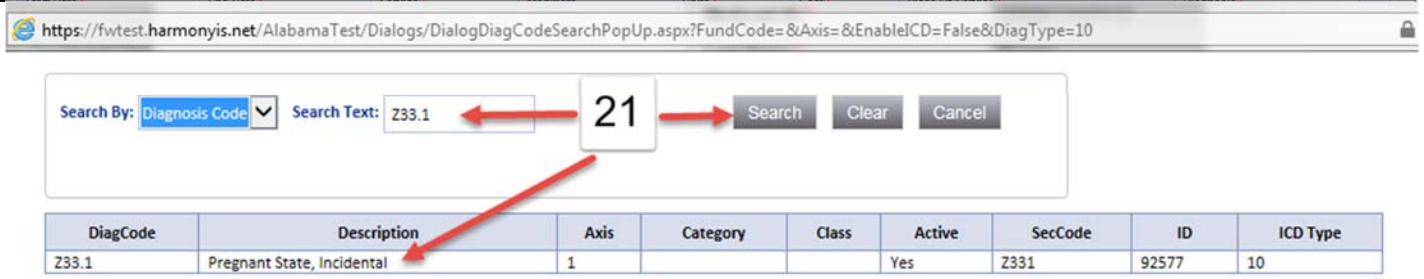
	Medicaid Pregnant Single Claim Entry
20. Select the eclipse box on Diagnosis 2	
21. Diagnosis window will display. Enter Z33.1 in search text field, select Search. Diagnosis will display select the diagnosis.	

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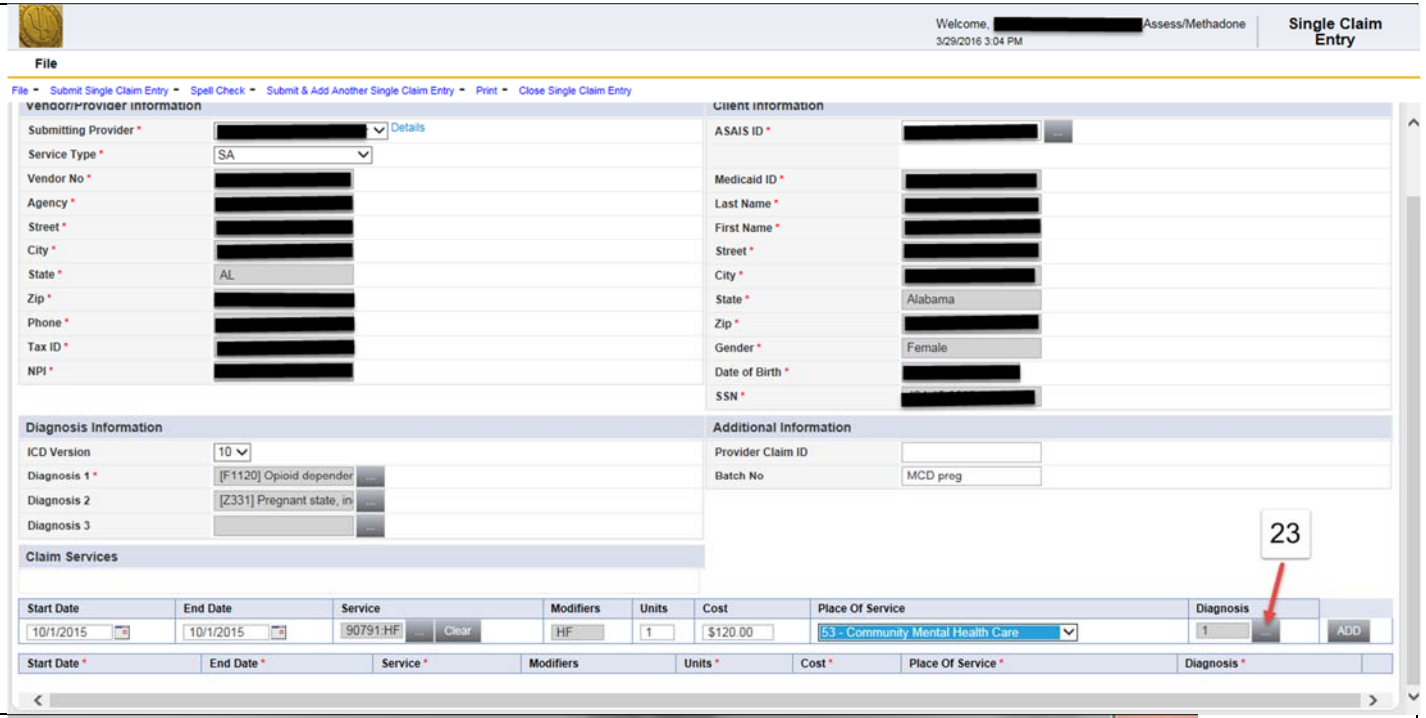
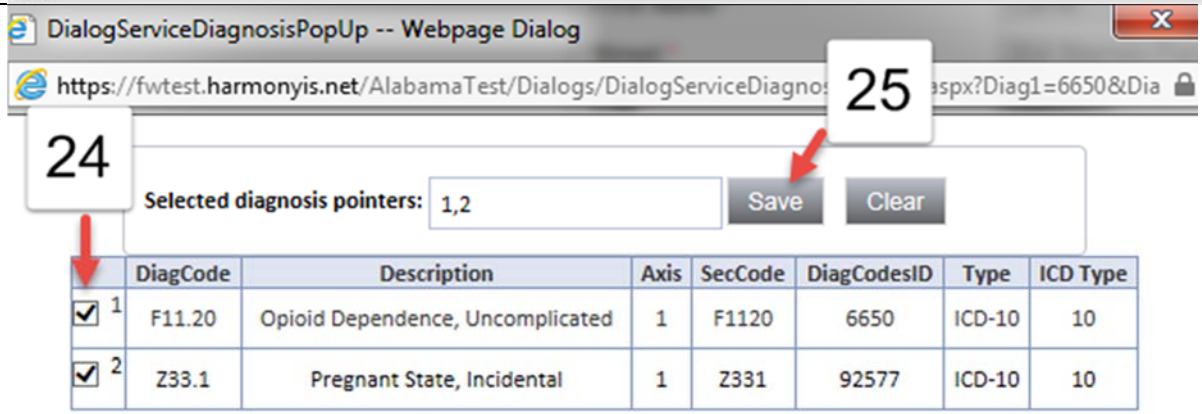
22. Follow steps 10 thru 14

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.



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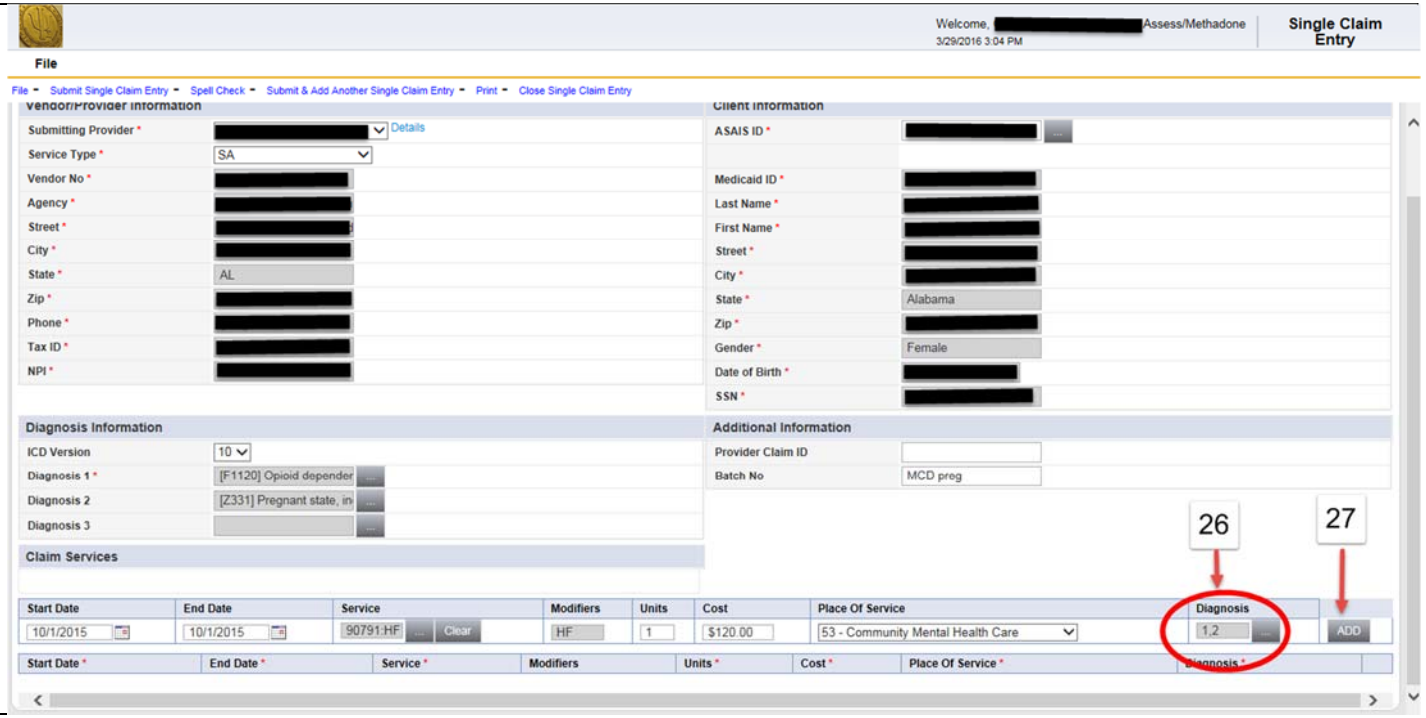
26. Note – the diagnosis service line has 1,2.

27. Select the Add button.



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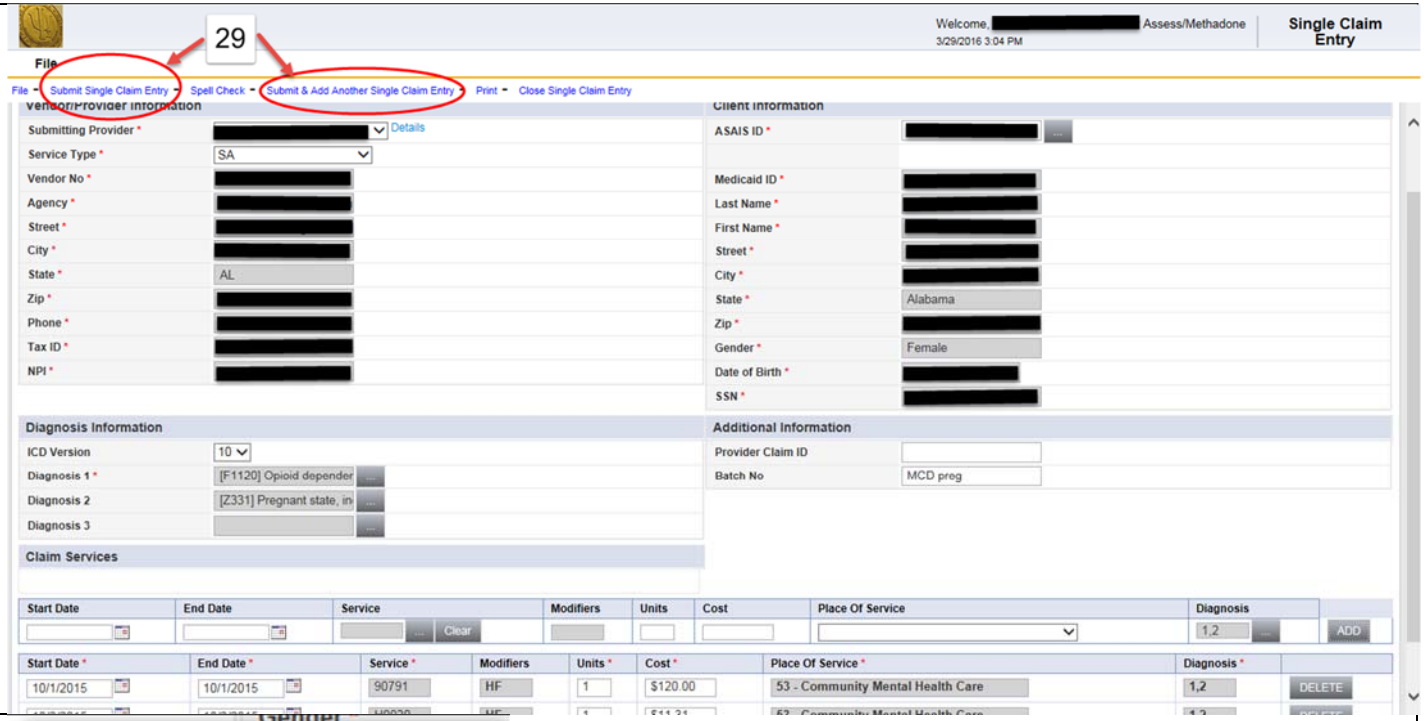
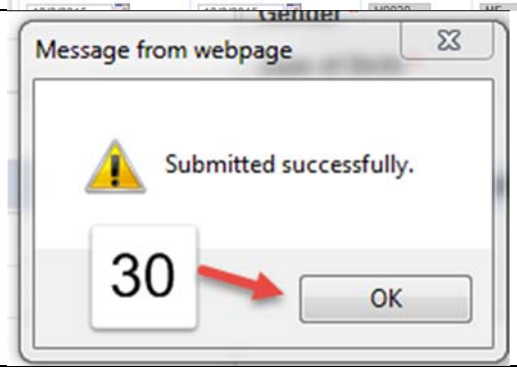
28. Continue adding claims and selecting the Add button after each line. Once you set the diagnosis 2 it will populate on each claim line.

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.



30. You will receive message Submitted successfully, select OK.

Go Claims chapter to review any claims that denied.



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