# WI ForwardHealth Billing Screenshot Tutorial

### NAVIGATING TO THE PROFESSIONAL CLAIM

→ Access the ForwardHealth Portal at <a href="http://www.forwardhealth.wi.gov/">http://www.forwardhealth.wi.gov/</a>

wisconsin.gov home state agencies	subject directory department of health services		
ForwardHealt Wisconsin serving	Керо	rt Fraud Welcome » October 25, 2012 4-10 ph Login	
roviders		Members	
Register for E-mail Subscription     Provider-specific Resources     Become a Provider	Welcome to the ForwardHealth Portal The ForwardHealth Portal serves as the interface to ForwardHealth interChange, the new	Member Information     Find a Provider     Member Contacts	
Fee Schedules Trainings Wisconsin Administrative Code	Medicaid Management Information System for the state of Wisconsin. Through this portal, providers, managed care organizations, partners, and trading partners can electronically and securely submit, manage, and maintain health records for members under their care. This Portal also provides users with access to the current health care information available.	Partners	
ForwardHealth Enrollment Data Health Care Enrollment Provider Recertification		Find a Provider     Related Programs and Services	
Certification Tracking Search		Trading Partners	
anaged Care	Providers Managed Care Partners Trading Partners Members Organization	Trading Partner Profile     PES	

## $\rightarrow$ Click the "Claims" tab:

S whicensity.gov horner state agencies	abject directory department of health vervices	
ForwardHealth	interChange Provider	Welcome + October 25, 2012 4:20 PM Logost
Home Search Providers Earol ment	Prior Authorization Remittance Advices Trade Files HealthCheck Hax Fee Home Ac	count Contact Information Online Handbooks
You are logged in with NPI: 9999999999, Taxor	10my Number: 000000000X, Zip Code: 53032 - 1587, Financial Payer: Medicaid	Search
Claims		Uner Guides
Claims Submission Options Providers may submit claims to Forward/sealth reduces billing and processing errors, and allow	electronically or on paper. Providers are encouraged to submit claims electronically as it improves is for the timely processing of payments.	efficiency,
Providers may begin the claim processing funct	ion by clicking on the following options.	

# ightarrow Scroll down and click "Submit Professional Claim" —

What would you like to do?	
<u>Claim search</u>	
<u>Claims Submission Report</u>	
<u>Submit Dental Claim</u>	
<u>Submit Institutional Claim</u>	
Submit Compound/Noncompound Claim	
Submit Professional Claim	
Upload Claim Attachments	
WWWP Reporting Form Search	
Submit WWWP Breast Cancer Diagnostic and Follow Up Report	
Submit WWWP Cervical Cancer Diagnostic and Follow Up Report	
Submit WWWP Breast and Cervical Cancer Screening Activity Report	

#### **ENTERING A PROFESSIONAL CLAIM**

Fields denoted with an asterisk (\*) are required; however, a few unmarked fields are also necessary to ensure the claim is approved.

#### HEADER SECTION: documents member and provider information

Nome Search Providers Enrollme Site Map Certification User Guides	nt Claims Prior Authorization Remittance Advices Trade Files HealthCheck Max Fee Home Acco	unt Contact Information Online Handbooks
ou are logged in with NPI: 99999999	), Taxonomy Number: 000000000X, Zip Code: 53032 - 1587, Financial Payer: Medicaid	Search
Claims > Professional		
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lequired fields are indicated with an as	terisk (*).	
ICN	Rendering Physician [Search]	
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Member ID*	Medicare Disclaimer •	
Last Name	Other Insurance Indicator •	
First Name, MI		
Date of Birth	Total Charge" \$0.00	
Patient Account #	Other Insurance Amount \$0.00	
Medical Record	Total Amount Paid \$0.00	
agnosis Condition Medicare An	esthesia	
Detail		
Line Number From Date of Service To.	Date of Service Procedure Code Modil Modil Modil Modil Status Units Charge	

- 2. "Member ID": the patient's WI Medicaid ID.
- $\rightarrow$  "Last name," "First Name, MI," and "Date of Birth": auto-populated once the "Member ID" is entered.
- 3. For dual eligible patients with Medicaid and Medicare Part D coverage, you can enter the number 8 in the
- "Medicare Disclaimer" field, given the specific part D plan does not pay for CMR/As provided by your pharmacy. -

n,

4. Enter "Total Charge": the sum of <u>all</u> charges for services provided to the patient in one encounter.

#### **DIAGNOSIS SECTION: documents diagnosis**

4. Click the "Diagnosis" link to open the diagnosis code field (as shown below).---

Medical Record		Total Amount Paid	\$0.00	
Diagnosis Con	dittion Medicare A	nesthesia		
Diagnosis				0
Sequence 1	Diagnosis 1	[Search]		
Sequence 2	Diagnosis 2	[ Search ]		
Sequence 3	Diagnosis 3	[ Search ]		
Sequence 4	Diagnosis 4	[ Search ]		
Sequence 5	Diagnosis 5	[ Search ]		
Sequence 6	Diagnosis 6	[ Search ]		
Sequence 7	Diagnosis 7	[ Search ]		
Sequence 8	Diagnosis 8	[ Search ]		
Sequence 9	Diagnosis 9	[ Search ]		
Sequence 10	Diagnosis 10	[ Search ]		
Sequence 11	Diagnosis 11	[ Search ]		
Sequence 12	Diagnosis 12	[ Search ]		
Detail				

5. Enter or search "Diagnosis" codes (at least one diagnosis code is required).

-do not include periods (e.g. diagnosis code of 250.00, should be entered as "25000").

A Line Numb	ber From Date	of Service <u>To Date of Se</u>	vice Procedure Code Mod1	Mod2 Mod3 Mod4 Statu	Units Charge 0 \$0.00				
Lir	ne Number	1		Type data below Rendering Physician	w for new record.	[ Search ]			
From Date of	of Service*			Referring Physician					
To Date o	of Service*			Emergency					
Proced	lure Code*	[Search]	1 min 1	Family Planning					
Diagnosis Cod	Modifiers de Pointers	[Search ]	[Search] [S	Search ] [Search	1				
oraginosis cou	Units*	0		Status					
	Charge*	\$0.00		Allowed Amount	\$0.00				
Place of Serv	vice Code*	[ Search ]		CoPay Amount	\$0.00				
	Notes		Profes	ssional Service Description		A			
NDCs for JC	ode							Delete Add	
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Me	Line Numb	per 1	Medicare D	Deductible	\$0.00 +				
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Entor "F	om Det	o of Convice	" and "To Dot	o of Sonvice"	the came -	ato can ha	ntored in b	ath fields	
. cnter Fr	UII Dat		and to Dat	e of service":	the same d	ate can be e		Jui neius.	
. Enter "Pr	rocedur	e Code" (Cu	rrent Procedu	iral Terminolo	gy Code or	CPT Code):			
• 1	Note: vo	ou will need	to create add	itional "Detail	l" lines in or	der to inclu	de multiple d	codes (see below).	
99	605	Medication the	erapy management	service(s) provided	by a pharmacist	, individual, face	to-face with patie	ent, with assessment and	
		intervention if	provided; initial 15	minutes, new pati	ent				
99	606	Medication the	erapy management	service(s) provided	by a pharmacist	, individual, face-	to-face with patie	ent, with assessment and	
		intervention if	provided; <u>initial 15</u>	minutes, establish	ed patient				
99	607	Medication the	erapy management	service(s) provided	by a pharmacist	, individual, face-	to-face with patie	ent, with assessment and	
		intervention if	provided; each add	litional 15 minutes					
. Enter "M	Iodifier'	(REOUIRED	<ol> <li>this code de</li> </ol>	esignates an i	ndividual M	TM service			
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# DETAIL SECTION: documents each individual service provided in a single encounter.

WI ForwardHealth Billing Screenshot Tutorial Rev 2/21/21